

بوابة العبور إلى رخاء دبى

GATEWAY TO DUBAI'S PROSPERITY

INSPECTION DEPARTMENT

Inspection Management Business Operating Manual - Booking Process

Version 1.5



About this Document

The purpose of this guide is to assist the users to understand how to perform all their business functions using the newly implemented Inspection application built on the new Siebel Technology platform.

Inspection project of Dubai customs aims at implementing Inspection application for the Inspection Department by using Siebel Public Sector components.

Following are the high level booking processes -

- 1. Initiate Inspection (CDM Identified and Cleared Declarations)
- 2. Payment
- 3. Submit and Track Requests
- 4. Initiate Truck Release

This document provides the definition of common terms and conditions applicable and brief overview of booking processes. It also describes the common Siebel functions that are customized only for Inspection Application. It is prerequisite for the users to know regarding how to use Siebel.

All the workarounds that users should follow while using the application is also explained in the document. This document is intended for clients who will use the services of Dubai Customs clients.



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1 Introduction

In order to meet its strategic objectives of being a world leading customs organization, Dubai Customs intends to implement the Inspection application to meet and even exceed the current World Customs Organization standards.

Inspection Application aims at facilitating a smooth and effective functioning of Inspection department by providing a platform to meet end-to-end Inspection process on the consignments that crosses the border via different channels.

The purpose of this guide is to assist the clients who will use the services of Dubai Customs clients.



2 Business Objective

Through the Inspection Application, following business objectives are ensured:

- To provide better customer service
- Modernize operations with advanced case management tools
- To offer an integrated IT platform to multiple applications within Dubai Customs
- Implement a paperless environment.



3 Common Inspection Terms and Definitions

3.1 What is a Declaration?

Customs Declaration / Declaration: The term "Customs declaration" means the goods declaration or the declaration submitted by the importer or his representative describing the elements identifying the declared goods and quantity thereof in details according to the provisions of Customs Law.

3.2 What is CDM identified Declaration?

These are the declarations that are identified by Customs Declaration management (CDM) for Inspection. Unless the Inspection is completed the goods cannot enter or exit the country

3.3 What is an Inspection Request?

Inspection process starts with booking activity. Inspection Requests are raised for those declarations which are not cleared by Dubai Customs and are identified by CDM for Inspection or for cleared Declaration initiated by client for refund or issuing exit-entry certificates. Client can initiate Inspection using Dubai trade portal (www.dubaitrade.ae) or raise a booking request at the Dubai Customs office. Bureau Officer will raise a request on behalf of the customer and collects the payment of Inspection

3.4 What is a Truck Release Request?

Truck Release Requests are raised to track release of trucks by Inspections, for those declarations which have their exit point or their Port of Loading as Hatta. Registered customers can initiate a request by visiting Dubai trade portal (www. Dubaitrade.ae) and or raise a request at the Dubai Customs office.

3.5 What is Demand Notice?

This is a formal bill given too customer for the payment against the Inspection Request. This consists of detailed break up of all Inspection Charges for a request.



4 Processes

4.1 Booking, Planning and Inspection Process

Process Overview

The following description briefly conveys the purpose and boundary of the Booking, Planning and Inspection Process



Inspection process starts with booking activity. Inspection Requests are raised for those declarations which are not cleared by Dubai Customs and are identified by CDM for Inspection.

For undergoing this process registered customer can initiate a new request by visiting Dubai trade portal (www. Dubaitrade.ae) and submit by making necessary payments. Customer can pay either using an e-pay or through their credit account.

Non-registered clients can initiate an inspection by visiting Dubai Customs office. Here Bureau Officer will raise and submit the request on behalf of the customer. Customer will have an option to pay only by Cash here

4.2 Truck Release Process

Process Overview

The following description briefly conveys the purpose and boundary of the truck release process





Truck Release Requests are raised to track release of trucks by Inspections, for those declarations which have their exit point or their Port of Loading as Hatta.

For undergoing this process registered customer can initiate a new request by visiting Dubai trade portal (www. Dubaitrade.ae) and submit by making necessary payments. Customer can pay either using an e-pay or through their credit account.

Non-registered clients can initiate requests by visiting Dubai Customs office. Here Bureau Officer will raise and submit the request on behalf of the customer. Customer will have an option to pay by Cash here



5 Process Activities

5.1 Create Inspection Request by registered client on Dubai Trade Portal

5.1.1 Create Inspection request

- Client will create Inspection request for the declaration.
- Client enters necessary information to the Inspection request
- Client uploads document (if any) and notes if required and saves the request for further processing
- Client then submit post necessary payments

Working with the system

• For Declaration with status "Clear with Inspection"

1. Login to the Dubai Trade Portal using following Link: <u>www.Dubaitrade.ae</u>.



2. Click on "Login" button available at the right most corner of the webpage. Application will navigate the client to a view as displayed below



3. Click on "Inspection Request" on the left hand side of the web page. Application will display Initiate Inspection: This is to create a new Inspection for declaration identified by CDM Initiate Inspection- Cleared Declaration: This is to create a new Inspection for declaration that is cleared

Initiate Follow up Inspection: This is to create a new booking request for an additional booking for Transit related declarations(101,103)

Track Request: This link will enable the client to track all Inspection request submitted or created

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Initiate Inspection Initiate Service Request Initiate FollowUp Inspection Initiate Inspection - Cleared Declaration Track Inspection	KC Page 1 of 1 found >>			View 1 - 1 of 1	
Truck Release Requests Logi Gate MECRC Mirsal II Renewal					
Reports Request Transportation Upload					
User Management Value Added Services					

4. Click on "Initiate Inspection". Application would navigate users to "Terms and Conditions" page.





5. Application displays the declarations numbers associated to the registered client.

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Bill Clearance Cargo Booking	1010012015020				This Declaration has an auto created inspection Requi	est. Please approach HAMRI VA P	ORT for completion of Custom	s Procedures.
CPA Reports	1010011964420				This Declaration has an auto created inspection Requi	est. Please approach HAMRIYA P	ORT for completion of Custom:	s Procedures.
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Download Enquiry	1010011461620				This Declaration has an auto created inspection Requi	est. Please approach HAMRIYA P	ORT for completion of Custom:	s Procedures.
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Initiate Inspection	1010011956520				This Declaration has an auto created inspection Requ	est. Please approach HAMRIYA P	ORT for completion of Custom	s Procedures.
Initiate FollowUp Inspection	1010011961720							
Initiate Inspection - Cleared Declaration	1010011960320							
Track Inspection								

6. Click on "Query" button and enter the required Declaration number in the "Declaration Number" field. Then Click on "Go". Declaration Number gets displayed



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Initiate Inspection		
Initiate Service Request		
Initiate FollowUp Inspection		
Initiate Inspection - Cleared Declaration		
Track Inspection Truck Release Requests		
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7. Click on "Validate" button. Application would auto populate 'Cargo Type", "Regime Type", "Cargo Channel" fields

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Truck Release Requests	Record Saved	X A V X



Clicking on Validate button will populate the Cargo Channel and Regime Type from Declaration system.

8. Click on "Initiate Inspection" button. Application Navigates the user to the Inspection booking Form details



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The complete field references and description are listed below.

Field	Description
Booking Reference Number	Auto populated
Initiation Date	Auto populated
Request Type	"Normal" = General planning and confirmation "Urgent " = For urgent planning and confirmation
Inspection Location Type	"Customs Area" = If the Inspection is to be conducted within Dubai Customs Premises "Outside Customs Area" = If the inspection is to be conducted outside the Dubai Customs Premises
Outside Location	Mandatory if the Inspection Location type= "Outside Customs Area" Pick applet to choose the following values Location Weight Number of trucks
Address	Mandatory if the Inspection Location type= "Outside Customs Area".
Мар	URL or the detail of location
Declarant Reference Number	Unique job number of the declaration
Declaration Number	Read only. Unique Number of the declaration associated to the Booking request
Owner Name	Read only. Name of the owner of the declaration associated to the



	Booking request
Declaration Status	Read only. Status of the declaration associated to the Booking request
Declaration Type	Read only. Unique Type of the declaration associated to the Booking request
CDM Remarks	Read only. Remarks provided by the CDM (customs Declaration Management)
Representative Name	Mandatory. Name of representative who shall be present at the time of Inspection
Contact Number	Mandatory .Contact Number of the Owner or the representative
Contact Email	Mandatory. Contact Email address of the Owner or the representative
Mobile Number	Mandatory. Contact Number of the Owner or the representative
Seal required	Check box. Flag "Y" or "N" To be updated only if Seals are required
Number of Seals	Editable if the 'Seal required' flag is "Y" For Declaration with container details, this field would default to Number of Containers OR ELSE default o "1"
Status	Read Only. Status of the Booking request would be "Draft"
Sub Status	Read Only. Sub status of the Booking request

9. Enter the Booking Form details and click on Save



Mandatory fields are marked in Red(*) Asterix. Please enter all the mandatory details to proceed.

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Lopout	Booking Request Details		Contact Details
- 10,001	Booking Reference Number: 2020-BR-13977	Inspection Location Type : Customs Area	Contact Email*: himanshu.ioshi@dubaicu
y Service 🔻	Declaration Number: 2010005342520	Outside Location:	Representative Name*: himanshu
Subscription			
Clearance to Booking	Initiation Date: 5/11/2020	Address.	(Country-Area-Number): 971-5-65655124
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10. Navigate to Goods Details Tab. Application display either the Container details or the Marks & Numbers details

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11. Enter the Preferred Dates- Date1, Date 2 and Date 3 and click on Save. In case of multiple records, use Select All to choose all records in containers/M&N and then Group dates to enter dates/slots for all

Welcome <	Booking Request D	etails			Contact Details	
AE-1223150-Dubai Customs M2- himanshutest	Booking Reference Number:	2020-BR-13977	Inspection Location Type*:	Customs Area 🗸 🗸	Contact Email*:	
Message Centre (25)	Declaration Number:	2010005342520	Outside Location:		Representative Name*:	himanshu
Logout	Initiation Date:	5/11/2020	Address:	5	Contact Number* (Country-Area-Number):	971-5-65655124
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12. Enter the Preferred Slots - Slot 1, Slot 2, and Slot 3, Additional Preferred Slot and click on Save

Tip: Preferred Date 1, Preferred Slot and Additional Preferred Slot are mandatory fields and user cannot submit the booking without entering these details



13. Navigate to "Attachment" tab and click on "New" to upload a document.

Welcome himanshu AE-1223150-Dubal Customs M2- himanshutest	Booking Reque	est Details							ۀ
Message Centre (25)	Back Next								
Lopout	Booking	Request Details						Contact Details	
iew By Service 🔻	Booking Reference	e Number: 2020-	BR-13977	Inspection Lo	cation Type:	Customs Area	~	Contact Email*:	himanshu.joshi@dubaic.
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Bill Clearance	Initi	ation Date: 5/11/	2020		Address:		-	Contact Number*	971-5-65655124
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Initiate Service Request								Status Details	
Initiate FollowUp Inspection								Status:	Draft
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Truck Release Requests	Goods Details Att	achments Note	s Payment History	Document 0	Groups				
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Reports	Name Documer	It Title Type				Size (II	1 Bytes)		
Request		1							
Transportation						* *			
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User Management									
Value Added Services									

14. Browse the required document and click on "Save"

w By Sanica Declaration Number: 20100059425500 Outside Location B Representative Names: W By Sanica Initiation Date: 5/3/2020 B Address: Control AumBer: Control AumBer: Bit Genarics Outside Location B Sanica Map: Control AumBer: Control AumBer: Bit Genarics Outside Location Outside Location Map: Control AumBer: Map: Control AumBer: Declarant Reference Number: Batys Outside Location Map: Control AumBer: Map: Map: Control AumBer: Map: M	971-5-65655124 971565655124
We Smice V Booking Reference Number 2000/BR-13977 Inspection Location Type: Cutoms Area Contact Emails Declaration Number 2010/05342520 Disboniption Inspection Location Type: Cutoms Area Disboniption Inspection Location Type: Cutoms Area Declaration Number 2010/05342520 Address Declaration Number 2010/05342520 Address Declaration Number 2010/05342520 Majp Declaration Number 2010/05 Majp Declaration Number 2010/05 Follow Inspection Section* On/ Port V Inspection Section* On/ Port Inspection Inspection Inspection Seal Required Inspection Inspection Seal Required Insp	himanshu 971-5-65655124 971565655124 as
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mb § Sanica Declaration Number 201000342520 Outside Location Representative Hames' Contact Numbers D's benefition Initiation Date [/ Survaca Address Representative Hames' Country/CodeMobileHumber) Data data Reference Number Strvac Representative Hames' (Country/CodeMobileHumber) Mapi Contact Number (Country/CodeMobileHumber) Data data Reference Number Strvac Follow Up Additess: Representative Hames' (Country/CodeMobileHumber) Data data Representative Hames Inspection Centre On Port Follow Up Additachment Data data Representative Hames Inspection Sections On Port Follow Up Additachment Initiate Sciolow(b rippetion Initiate Sciolow(b rippetion Centre) Request Types: Notes Presented for Contact Unspection Initiate Sciolow(b rippetion Centre) Goods Details Attachments Notes Presented for Contact Use Research Inspection Contact Number Goods Details Attachments Notes Presented for Contact Use Research Inspection Contact Number Goods Details Attachments Status Status Status Status Status Status Status Goods Details Attachments Notes Presented for Contact Statu	971-5-65655124 971565655124
Of Subscription Initiation Date: \$7.31/2020 B Address: Control Author Subscription Of Subscription Initiation Date: \$7.31/2020 B Address: Control Author Subscription Control Author Subscription Declarant Reference Number: Initiation Date: \$7.31/2020 B Address: Control Author Subscription Control Author Subscription Declarant Reference Number: Initiation Date: \$7.31/2020 B Address: Control Author Subscription Declarant Reference Number: Initiation Date: \$7.31/2020 B Address: Control Author Subscription Declarant Reference Number: Initiation Date: \$7.31/2020 B Address: Control Number: Address: Declarant Reference Number: Initiation Subscription Out P Not V Address: Map: Control Number: Address: Control Number: Control Number: Address: Control Number: Address: Control Number: Control Number: Control Number:	971565655124
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eports Document Title:	
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ansportation	
Upload User Management	

15. Select the required value the "Document Title".



To be one of the leading Customs administrations in the world, supporting legitimate trade

DT Subscription Bill Clearance	Initiation Date: 5/11/20 Declarant Reference Number: satya	Copy of the Plan of Warehouse Current Inventory Report	Address:	(Country-Area-Number): Mobile Number* (CountryCodeMobileNumber):	971-5-65655124	
E Cargo Booking	Owner Name: Advance	Bariadia Inventory Depart	Up Inspection	(CountryCodeMobileNumber): Additional Servi	inas	
CPA Reports		Marine Trade License	-			
Delivery Order	Inspection Centre: Dry Port	Invoice	Required: 🗹	Stamping Required:		
Download Enguiry	Inspection Section*: Dry Port	LOU for Importer	in Centre: Dry Port 💙	Seal Required:	2	
Inspection Request	Request Type : Normal	LOU for Clearing Agent	n Section: Dry Port 💙	Quantity Of Seals:	2	
Initiate Inspection		LOU for Shipping Agent		Status Details	·	
Initiate Service Request		AWB - BOL (Master)		Status	Dua A	
Initiate FollowUp Inspection		AWB - BOL (House)				
Initiate Inspection - Cleared		Packing List		Sub-Status:	~	
Declaration Track Inspection	Goods Details Attachments Notes	Inspection Report	ps			
Truck Release Requests	And and a state of the state of	Delivery Order				
Logi Gate		Exit \ Entry Certificate			<u>ه</u> د	
MECRC		Short Landing Report			° 1	`
Mirsal II	Name:	Others				
Renewal		Deslorations	T			
Reports	Document Title:	LOU for Cl 💙				
Request	Size (In Bytes):	155,387				
Transportation						
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Value Added Services						
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CONNECTIVITH US						STAKEHOLDERS
戻 Twitter 🔍 Linked In 🔍 Faceb	ook 📄Youtube 📄nstagram					
	ohts reserved. Privacy Policy Terms and Cor					

16. Navigate to "Notes" and click on "New" to associate a note/comments or special remarks to the Inspection request. System will auto populate "Tupo" - Note

DT Subscription Bill Clearance		Initiation Date:		Address:	-	Contact Number* (Country-Area-Number):	971-5-65655124	
Cargo Booking	Declaran	it Reference Number:	satya	Map:	-	Mobile Number* (CountryCodeMobileNumber):	971565655124	
CPA Reports Delivery Order		Owner Name:	Advanced Trading TEST	Follow Up Inspe	ction	Additional Serv	ices	
Download		Inspection Centre:	Dry Port 💙	Follow Up Required:		Stamping Required		
Enquiry		Inspection Section*:	Dry Port 🗸	Inspection Centre:	Dry Port 🗸	Seal Required:		
Inspection Request		Request Type*:	Normal	Inspection Section:	Dry Port 🗸	Quantity Of Seals:	2	
Initiate Inspection						Status Details		
Initiate Service Request Initiate FollowUp Inspection						Status	Draft	
Initiate Inspection - Cleared						Sub-Status:	~	
Declaration Track Inspection Truck Release Requests Logi Gate MECRC	Goods De	tails Attachments	Notes Payment History	Document Groups		P	Q 👍 📅 No Records	
Mirsal II								
Renewal Reports	туре	Description	Creat	ed By Created				
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hortcut To Services								
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Twitter 🔍 Linked In 📡 Face	book 戻Youtuk	oe 📄Instagram						

17. Enter the Description and click on "Save"



DT Subscription	Declarant Reference Number:	satya	Map:	7	(CountryCodeMobileNumber):	971565655124	
DT Subscription Bill Clearance	Owner Name:	Advanced Trading TEST	Follow Up Inspectio	n	Additional Servi		
Cargo Booking	Inspection Centre:	Dry Port	Follov Up Required: 🗹		Stamping Required:		
CPA Reports							
Delivery Order	Inspection Section*:	Dry Port 💙	Inspection Centre: Dr	y Port 💙	Seal Required:	×	
Download	Request Type*:	Normal 💙	Inspection Section: Dr	y Port 💙	Quantity Of Seals:	2	
Enquiry					Status Details		
Inspection Request					Status:	Draft	
Initiate Inspection						×	
Initiate Service Request					Sub-Status:	×	
Initiate FollowUp Inspection	Goods Details Attachments	Notes Payment History	Document Groups				
Initiate Inspection - Cleared Declaration							
Track Inspection					+	Q & # 1-1 of 1	
Truck Release Requests					T	X S E 1-1011	
Logi Gate	Type Description	Created	By Created			_	
MECRC Mircal II	Note		HU21 5/11/2020 11:27:44 AM				
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Reports							
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	rights reserved. Privacy Policy Terms						

18. Click in "Next". If the booking request meets the criteria of payment collection then user shall be displayed with appropriate fees as mentioned in the below. Application would navigate the user to "Inspection Fees" screen. Respective Charge Type, Amount and the Total Amount shall be populated

Field	Description				
Inspection Charges	This fees would be applicable for Cleared Declarations				
Stamping Fees	This fees would be applicable if the user checks the "Stamping fees" as Y				
Urgent Fees	This fees would be applicable if the user has requested for Urgent Inspection				
Sealing Fees	This fees would be applicable if the user has requested for Sealing				
Outside Inspection Charges	This fees would be applicable if the user has requested for "Outside Inspection"				
Knowledge Dirham	This fees would be applicable for every transaction				



Welcome 🔣	Owner Nam	e: Advanced trading it	LORON OF TRABECTOR		Auditorial services		
himanshu	Inspection Centr	e: Dry Port 💙	Follow Up Required: 🗹		Stamping Required: 🗐		
-1223150-Dubai Customs M2- himanshutest	Inspection Sectio	Dry Port	Inspection Centre: Dry Por	+	Seal Required: 🗹		
Message Centre (25)							
Logout	Request Typ	e: Normal	Inspection Section: Dry Por	t 💙	Quantity Of Seals: 2		
- 10000					Status Details		
v By Service 🔻					Status: Draft	~	
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ill Clearance							1
argo Booking							
PA Reports					6	Q 1 - 1 of 1	
elivery Order	Make Payment Verify Pa						
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nquiry	Payment Mode Credit Account	Total Amount Status Ex	ception Remarks				
nspection Request							
Initiate Inspection		140					
Initiate Service Request							
Initiate FollowUp Inspection			X A V	×			
Initiate Inspection - Cleared Declaration							
Track Inspection	Payment Details					1 - 3 of 3	
Truck Release Requests							1
ogi Gate	ChargeType	Amount		Receipt Number			
ECRC	Inspection Charges	100					
irsal II							
anewal	Sealing Charge	20					
eports equest	Knowledge Innovation Dirham	20					

19. Select the "Payment mode".

If Payment Mode= Credit Account

a. Select the payment mode as "Credit account" from the dropdown and click on Save. Application saves the value entered. Application will enable the "Credit Account" field

Welcome himanshu	Owner Name:	Advanced Trading TE	Follow Up Inspection	Additional Services	
E-1223150-Dubai Customs M2- himanshutest	Inspection Centre:	Dry Port 💙	Follow Up Required: 🗹	Stamping Required: 📃	
Message Centre (25)	Inspection Section:	Dry Port 💙	Inspection Centre: Dry Port 💙	Seal Required: 闭	
Logout	Request Type:	Normal	Inspection Section: Dry Port	Quantity Of Seals: 2	
10 million and an and				Status Details	
avv By Service 🔻				Status: Draft	
DT Subscription					
Bill Clearance				Sub-Status:	
Cargo Booking					
CPA Reports Delivery Order				6 Q 1-1	of 1
Devriload					
Enquiry	Make Payment Verify Paym	ent			
Inspection Request	ayment Mode Credit Accord	unt Total Amount Status	Exception Remarks		
Initiate Inspection	l l				
Initiate Service Request	Credit Account	140			
Initiate FollowUp Inspection					+
Initiate Inspection - Cleared Declaration			X A V X		
Track Inspection					
Truck Release Requests	Payment Details			1 - 3 -	of 3
Logi Gate					
MECRC	ChargeType	Amount	Receip	it Number	
Mirsal II	Inspection Charges	100			
Renewal					
Reports	Sealing Charge	20			
Request Transportation	Knowledge Innovation Dirham	2.0			

b. Click on the glyph in the Credit account field. Application will open a new window and display the credit account number associated to the registered user



Welcome 🛛 🛃	Owner Name:	dvanced Tradir	TE Follow Up Inspection	Additional	Samirac
himanshu -1223150-Dubai Customs M2-					
himanshutest	Inspection Centre:	ry Port	Follow Up Required:	Stamping	
Message Centre (25)	Inspection Section: D	ry Port	Credit Account		Required: 🗹
Dopout.	Request Type: N	ormal	Credit Account		Of Seals: 2
				et	ails
v By Service 🔻			٩	1 - 10 of 10 +	Status: Draft
)T Subscription			C redit Account		
ill Clearance				S	ub-Status:
argo Booking			1113236		
PA Reports			1050898		6 Q 1-1 of 1
elivery Order			1113239		
ownload nguiry	Make Payment Verify Paymer	nt			
	Payment Mode Credit Account Total	Amount Status	1050899		
Initiate Inspection	Payment Mode Credit Account Tolars	Amount Status	1113245		
Initiate Service Request	Credit Account 1	40	1050068		
Initiate FollowUp Inspection					
Initiate Inspection - Cleared			1112909		
Declaration			1002160		
Track Inspection Truck Release Requests	Payment Details		1112848		1 - 3 of 3
gi Gate					
	ChargeType	Amount	1112849		
neval	Inspection Charges	100	X A V X	12-12-12-12-12-1	
	Sealing Charge	2.0		OK Cancel	
	Knowledge Innovation Dirham	20			
nsportation	and a wage introvation billingin	20			

c. Select the required credit account number and click on OK. Application displays the credit account number and enables the "Make Payment" button

PLEASE!

The list of applicable credit accounts will be auto-populated.

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rvice Centre Knowledge C	ientre Media Centre	Toolbox About		4. A		yournewhabit
Welcome himanshu E-1223150-Dubai Customs M2- himanshutest Messade Centre (25)	Inspection Se Request	ction: Dry Port	Credit Account	<u></u>	uired: 🗹 Seals: 2	^
wessage centre (23)			Q Credit Account	1 - 10 of 10 -	Status: Draft Status:	*
IT Subscription III Clearance argo Booking			1113236		ه د	1-1 of 1
PA Reports	Make Payment Verify	Payment	1113239			
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spection Request			1050068			
Initiate Inspection Initiate Service Request			1112909			
Initiate FollowUp Inspection Initiate Inspection - Cleared	Payment Details		1112848			1 - 3 of 3
		Amount	1112849			
rack Inspection Track Inspection Truck Release Requests	ChargeType	Allouin	1112049			

I. Click on "Make Payment" button. Upon successful transaction completion, application will update the status as "Authorized". Application enables the "Submit" button



Search	Q				Switch to Mod	em Home Contact
a.j.c.i.l.e			124		Smart Work	space
	edge Centre Media Centre Tool	box About				yournewhabit
Welcome himanshu AE-122150-Dubai Customs M2- himanshutest Message Centre (25)	Request Type:	Normal	Inspection Section: Dry Port	▼	Quantity Of Seals: 2 Status Details Status: Draft Sub-Status:	• •
View By Service DT Subscription Bill Clearance Cargo Booking CR Reports	Make Payment Verify Payr Payment Mode Credit Acco		Exception Remarks		۵	Q 1-1 of 1
Delivery Order Download Enquiry	Credit Account 1113236	140 Autho	_			
Inspection Request Initiate Inspection Initiate Service Request Initiate FollowUp Inspection	Payment Details		X A Y X			1 - 3 of 3
Initiate FollowUp Inspection Initiate Inspection - Cleared Declaration		Amount		Receipt Number		
Track Inspection Truck Release Requests	Inspection Charges	100		27676		
E LogiGate MECRC	Sealing Charge Knowledge Innovation Dirham	20		27677		-
e Mirsal II	-					

e. Click on "Submit". Application navigates the user to confirmation page and assigns the request to Dubai Customs

earch	Q	Switch to Modern Home Contact U
فيالجالية DUBAI TRADE		Smart Workspace
Service Centre Knowled	je Centre Media Centre Toolbox About	yournewhabit
Welcome Limmanshu Ac-122156-Dubel Curiente N2- Message Centre (25) View By Senie III Clearnese Crano Booling Crano Booling Crano Booling Crano Booling	Track Inspection Request Track Inspection Request Thank you for submitting your Inspection Request for Declaration Number(s):	
Download Enquiry	Dubai Customs team will get back to you in 2 hours for confirmation of your Inspection Date and Time	
Inspection Request Initiate Inspection Initiate Service Request Initiate Service Request Initiate Inspection Cleared Declaration Track Inspection Track Resear Requests Logicate MECRC	How was your experience?	

If Payment Mode= E-pay

a. Select the payment mode as "E-pay" from the dropdown and click on Save. Application saves the value entered and enables the "Make Payment" button

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AE-1223150-Dubai Customs M2- himanshutest Message Centre (25)	Inspection Centre Inspection Section Request Type	Dry Port 👻	Follow Up Required: Inspection Centre: Inspection Section:	
Tiew By Service TSubscription				Status: Draft
Bill Clearance				Sub-Status:
Cargo Booking				
CPA Reports				👌 🔍 1-1 of 1
Delivery Order				
Download	Make Payment Verify Payme	ent		
Enquiry Inspection Request	Payment Mode Credit Acco	unt Total Amount Status	Exception Remarks	
Initiate Inspection	ePay	120		
Initiate Service Request				
Initiate FollowUp Inspection	_		X A V X	
Initiate Inspection - Cleared Declaration				
Track Inspection	Payment Details			1 - 2 of 2
Truck Release Requests				
Logi Gate MECRC	ChargeType	Amount		Receipt Number
MECRC Mirsal II	Inspection Charges	100		
Mirsal II				
Renewal Reports	Knowledge Innovation Dirham	2.0		
Reports Request				
Transportation				
Upload				
User Management				
Value Added Services				
Shortout To Services 🔻				

- b. Click on "Make Payment". User shall be navigating to new screen.c. Click on "Make payment again. Application will display the a new page below

Search	Q.				Switch to Modern Home	Contact Us
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Verce Certa Welcome Immand Message Centre (25) Were thy Service Were thy Servic	Payment Confirmation You Reference Number: Amount:	to direct your payment request 2020-BR-13540 120 Mile Payment	to Dubai e-Governme Bate	ent payment site.	yournew	habit
I Mirsal II						

Select the Payment mode and enter other details and complete the transaction. Upon successful transaction completion, application navigates the use back to booking request details. It will update the status as "Authorized". Application enables the "Submit" button



ryment Id Payment Mode Credit Account Total Amount Status Exception Rema	Goods Detai	ls Attachme	ents Notes	Payment Hist	ory Documer	nt Groups
and the second second to a second sec			Cradit Account	Total Amount	Ctatue	Evention Remark
22478524498ePay 40 Authorized					STATUS	Ежсерной кетан



- a. If the Payment transaction fails, the application will display status as "Failure"
- b. Application will display the remarks in "exception Remarks" field

Click on "Submit". Application navigates the user to confirmation page and assigns the request to Dubai Customs

Jee By Service Pedaration Number(s) [Jee By Service Booking Reference Number] Bill Clearance Ovner Name: Cargo Booking Declarant Reference Number]	About your Inspection Request for		Smart	Workspace
Melcome Maraasta As-tatistation Message Centre (25) Message Centre (25) Message Centre (25) Message Centre (25)	your Inspection Request for			yournewhabit
Antionanshu Booking Request Details Message Centre (25) Track Inspection Request Immandrated Track Inspection Request Immandrated Track Inspection Request Immandrated Dedaration Number(5) Immandrated Dedaration Number(5) Immandrated Ouner Name: Drisburgiden Ouner Name: Bill Clearance Ouner Name: Carga Booking Declarant Reference Number:				A A
Iminanshu Booking Request Details Attachts Booking Request Details Message Centre (25) Track Inspection Request Iminanthukest Track Inspection Request Iminanthukest Declaration Number(5) Iminanthukest Declaration Number(5) Iminanthukest Booking Reference Number: Dif Subscription Buil Clearance Buil Clearance Ouner Name: Curga Booking Declarant Reference Number:				A A
Message Centre (25) Message Centre (25) Truck Inpection Request Truck Inpection Request Truck Inpection Request Dedaration Number(5) Dedaration Number(5) Dedaration Number(5) Dedaration Number(5) Dedaration Number(5) Dedaration Reference Number(5)				
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Dedaration Number(r) ew By Senrice Dedaration Number(r) Bill Cleanne Curgo Booking Dedarant Reference Number Cargo Booking Dedarant Reference Number				
ewr By Service Y D'S subergloth Bill Glessnoe Owner Name: Crago Booking Cha Reports Declarant Reference Number:	010005342520			
Ul Subscription Ul Subscriptio	020-BR-13977			
Cargo Booking Declarant Reference Number:				
CPA Reports Declarant Reference Number:	dvanced Trading TEST			
	atya			
	40			
	jet back to you in 2 hours for confirmation of your Inspec	ction Date and Time		
Enquiry				
Inspection Request				
Initiate Inspection				
Initiate Service Request				
Initiate Pollowup Inspection				
Declaration	HOW WAS YOUR EXPERIENCE	?		
Track Inspection				
Truck Release Requests				
مولالـــــر السعادة				
Mirsal II				



- a. No "Inspection charges" would be generated for CDM identified declarations
- a. Mandatory fields mentioned in step 9 cannot be left blank.
- b. If the declaration has container details, and if the user checks the "Sealing" flag as "Y" then "No of Seals" is populated with a default value that equals to number of container

Working with the system



- For Declaration with status "Cleared with Inspection" but which are not available in the list (which had bypassed the CDM system).
- 1. Login to the Application using the credentials and click on "GO". Application would navigate the user to "My Links"



2. Click on "Inspection Request" on the left hand side of the web page. Application will display the sub links as below





3. Click on "Initiate Inspection".

				Switch to Modern Home Contac
می الدواریه DUBAI TRADE				Smart Workspace
Service Centre Knowledge	Centre Media Centre	Toolbox	About	yournewhabit
Welcome himanshu AE-1223150-Dubai Customs M2- himanshutest	CDM Declaration	ı Details		+ & Q 1-10 of 10+
Message Centre (25)	Initiate Inspection	Validate Terms	and Conditions Please click	on New button to add a declaration which is not available in below mentioned list.
Logout	Declaration Number	Cargo Channel	Regime Type Associate Mul-	tiple? Remarks
′iew By Service ▼	1010011964920			This Declaration has an auto created inspection Request. Please approach HAMRIYA PORT for completion of Customs Procedures.
DT Subscription Bill Clearance	1010011961420			This Declaration has an auto created inspection Request. Please approach HAMRIYA PORT for completion of Customs Procedures.
Bill Clearance Cargo Booking	1010012015020			This Declaration has an auto created inspection Request. Please approach HAMRIYA PORT for completion of Customs Procedures.
CPA Reports	1010011964420			This Declaration has an auto created inspection Request. Please approach HAMRIYA PORT for completion of Customs Procedures.
Delivery Order Download	1020002336120	Alr	Import	
Enquiry	1010011461620			This Declaration has an auto created inspection Request. Please approach HAMRIYA PORT for completion of Customs Procedures.
Inspection Request	1010011460620			This Declaration has an auto created inspection Request. Please approach HAMRIYA PORT for completion of Customs Procedures.
Initiate Inspection	1010011956520			This Declaration has an auto created inspection Request. Please approach HAMRIYA PORT for completion of Customs Procedures.
Initiate FollowUp Inspection	1010011961720			
Declaration	1010011960320			
Track Inspection Truck Release Requests				
Logi Gate				I A V I
Click on New	omLegout=true#			🕐 Switch to Hodem 🔰 Home Contact
Click on New.				
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Click on New ch. ch. Chick on New ch. ch. Chick on New chick on N	Certre Media Centre CDM Declaration Initiate Inspection Declaration Number	Details Validate Term	s and Conditions Please click	yournewhabit • • • • • • • • • • • • • • • • • • •
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Click on New. reh August France Service Centre Welcome Welcome Messasso Nimoschildet Message Centre (25) Control Subscription Etil Clearnose Cargo Booking	Centre Media Centre COM Declaration Initiate Inspection Declaration Number	Details Validate Term	s and Conditions Please click	Comparison of the set of the
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5. Enter the value for the declaration and click Save



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CDM Declaration	n Details		+ 🕹 🔍 1 - 10 of 10+
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2010005342820	Land	Export	
1010011964920			This Declaration has an auto created inspection Request. Please approach HAMRIYA PORT for completion of Customs Procedures.
1010011961420			This Declaration has an auto created inspection Request. Please approach HAMRIYA PORT for completion of Customs Procedures.
1010012015020			This Declaration has an auto created inspection Request. Please approach HAMRIYA PORT for completion of Customs Procedures.
1010011964420			This Declaration has an auto created inspection Request. Please approach HAMRIYA PORT for completion of Customs Procedures.
1020002336120	Air	Import	
1010011461620			This Declaration has an auto created inspection Request. Please approach HAMRIYA PORT for completion of Customs Procedures.
1010011460620			This Declaration has an auto created inspection Request. Please approach HAMRIYA PORT for completion of Customs Procedures.
1010011956520			This Declaration has an auto created inspection Request. Please approach HAMRIYA PORT for completion of Customs Procedures.
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6. Click on Validate and Initiate Inspection to proceed. Booking Request will be created. Rest of the process is as existing as for normal CDM requests

Working with the system

- For Declaration with status "Cleared"
- 1. Login to the Application using the credentials and click on "GO". Application would navigate the user to "My Links"



2. Navigate to "Inspection Request" screen and then to "Initiate Inspection-Cleared Declaration" view



3. Click on "New" and enter the declaration Number in the "Declaration Number" field

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ew By Service 🔻	1010010257419							
DT Subscription	1050001450317	Passenger	Import					
Bill Clearance Cargo Booking	1010009358017	Passenger	Import					
Cargo Booking CPA Reports	2030001436617	AIT	Export					
Delivery Order	2030001436517	Alr	Export					
Download								
Enquiry Inspection Request	2030001436417	Alr	Export					
Initiate Inspection	1230000010917	Passenger	Import					
 Initiate Service Request 	1230000010717	Passenger	Import					
Initiate FollowUp Inspection Initiate Inspection - Cleared Declaration	1230000010617	Passenger	Import					
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4. Click on "Validate" button. Application would auto populate 'Cargo Type", "Regime Type", <u>"Cargo Channel" fields</u>

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5. Click on "Initiate Inspection" button. Application Navigates the user to the Inspection booking Form details



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Bill Clearance Cargo Booking	1050001450317	Passenger	Import			
CPA Reports	1010009358017	Passenger	Import			
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Enquiry	2030001436517	Alr	Export			
Inspection Request	2030001436417	Alr	Export			
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Initiate FollowUp Inspection	1230000010717	Passenger	Import			
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6. Enter the Booking Form details and click on Save

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Message Centre (25)	Back Next						
Lopout	Booking Request D	etails			Contact Details		
	Booking Reference Number:	2020-BR-13979	Inspection Location Type*:	Customs Area 💙	Contact Email*: h	imanshu.joshi@dubai	a
aw By Service 🔻	- Declaration Number:	2010005316320	Outside Location:	8	Representative Name*:	imanshu	=
DT Subscription Bill Clearance							=
Bill Clearance Cargo Booking	Initiation Date:		Address:		(Country-Area-Number):	71-5-65655124	
CPA Reports	Declarant Reference Number:	satya	Map:	9	Mobile Number* (CountryCodeMobileNumber): 9	71565655124	
Delivery Order	Ounor Homo	Advanced Teading TEST	Follow Up Inspec	tion	Additional Service	5	_
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Enquiry	Inspection Section*:	Dry Port		×	Seal Required:		
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Initiate Service Request	Request Type*:	Normal	Inspection Section:	*	Quantity Of Seals:		
Initiate FollowUp Inspection					Status Details		
Initiate Inspection - Cleared					Status: D	raft	~
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Request	Select All Deselect Group	Dates					
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Jpload							
	N	N/A					

7. Navigate to Goods Details Tab. Application display either the Container details or the Marks & Numbers details. Enter the Preferred Dates- Date1, Date 2and Date 3 and click on Save. In case of multiple records, use Select All to choose all records in containers/M&N and then Group dates to enter dates/slots for all.

To be one of the leading Customs administrations in the world, supporting legitimate trade

iew By Service 🔻	Booking Reference Number:		Inspection Location Type*:		Contact Email*:	Intransitatjosni@dda	Jarce
DT Subscription	Declaration Number:	2010005316320	Outside Location:	0	Representative Name*:	himanshu	
Bill Clearance	Initiation Date:	5/11/2020	Address:	8	Contact Number* (Country-Area-Number):	971-5-65655124	
Cargo Booking	Declarant Reference Number:		Map	E	Mobile Number*	971565655124	=
CPA Reports	Declarant Reference Number				(CountryCodeMobileNumber):		
Delivery Order	Owner Name:	Advanced Trading TEST	Follow Up Inspect	ion	Additional Servi	ices	
Download	Inspection Centre:	Dry Port 🗸	Follow Up Required: 🗏		Stamping Required:		
Enquiry	Inspection Section*	Dru Port	Inspection Centre:	~	Seal Required:		
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Tip: Preferred Date 1, Preferred Slot and Additional Preferred Slot are mandatory fields and user cannot submit the booking without entering these details

- 8. Add Attachments, Notes as applicable.
- 9. Click in "Next". Application shall navigate the user to "Inspection Fees" .Respective Charge Type, Amount and the Total Amount would be populated under "Inspection Fees" tab

View By Service 🔻	Booking Referen	ce Number:	2020-BR-13979	Inspection Location Type:		Contact Email	himanshu.joshi@dub
DT Subscription	Declarati	on Number:	2010005316320	Outside Location:	8	Representative Name:	himanshu
Bill Clearance	Init	iation Date:	5/11/2020	Address:	-	Contact Number (Country-Area-Number)	971-5-65655124
Cargo Booking CPA Reports	Declarant Referen	ce Number:	satya	Map	-	Mobile Number (CountryCodeMobileNumber):	971565655124
Delivery Order	0	vner Name:	Advanced Trading	TE Follow Up Inspe	ction	Additional Services	
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Initiate Inspection	Re	quest Type:	Normal	 Inspection Section: 	~	Quantity Of Seals	
Initiate Service Request						Status Details	
Initiate Followup Inspection						Status	Draft 💙
Declaration						Sub-Status:	~
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	Inspection Charges		100			27679	
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- 10. Click on "Confirm Payment". The Status of the payment gets updated to "Authorized"
- 11. Click on "Submit". Status of booking request changes to "Submitted". The Booking request will get assigned to the Planner.



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Lopout	Booking Request Details		Contact Details
View By Service	Booking Reference Number: 2020-BR-139	79 Inspection Location Type: Customs Area	Contact Email: himanshu.joshi@dub
DT Subscription	Declaration Number: 20100053163	20 Outside Location:	Representative Name: himanshu
Bill Clearance	Initiation Date: 5/11/2020	Address:	Contact Number (Country-Area-Number): 971-5-65655124
Cargo Booking	Declarant Reference Number: satya		Mobile Number
CPA Reports		Map:	(CountryCodeMobileNumber): 971363633124
Delivery Order	Owner Name: Advanced Tra	ding TE Follow Up Inspection	Additional Services
Bownload Focuiry	Inspection Centre: Dry Port	✓ Follow Up Required:	Stamping Required:
Enquiry Inspection Request	Inspection Section: Dry Port	V Inspection Centre:	Seal Required:
Initiate Inspection	Request Type: Normal	V Inspection Section:	V Quantity Of Seals:
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View By Service 🔻	Declaration Number(s): 2010005316320	
DT Subscription	Booking Reference Number: 2020-BR-13979	
Bill Clearance	Ovner Name: Advanced Trading TEST	
Cargo Booking		
CPA Reports	Declarant Reference Number: satya	
Delivery Order	Total Fees: 120	
Download	Dubai Customs team will get back to you in 2 hours for confirmation of your Inspection Date and Time	
^B Enquiry		
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5.1.2 Create Follow up Inspection Request – Transit

• Client creates a follow up Inspection request for transit declarations(101,103).

Working with the system

- 1. Login to the Application using the credentials and click on "GO". Application would navigate the user to "My Links"
- 2. Navigate to "Initiate Request" screen. Application would navigate the user to "CDM identified" view



3. Click on the Initiate Followup Inspection link. Query option for Decl reference or Booking reference is provided

4. Automatic follow up request : System will ask inspection charges for CDM Identify declaration if user selected Follow up check box.

) CP Smart Workspace ديــاف الـتـجـاريــة DUBAI TRADE yournewhabit rice Centre Welcome himanshu AE-1229150-Dubai Customs M2-himanshutest Message Centre (25) Booking Request Details Back Next Logout **Booking Request Details** Contact Details ~ Booking Reference Number: 2020-BR-13977 on Location Type* Customs Area Contact Email*: himanshu.joshi@dub Inspe View By Service ۳ 3 Declaration Number: 2010005342520 DT Subscription Bill Clearance Outside Location Representative Name*: himanshu Contact Number* (Country-Area-Number): Mobile Number* IntryCodeMobileNumber): 971565655124 ٩ Initiation Date: 5/11/2020 1 Address Bill Clearance
 Cargo Booking
 CPA Reports
 Delivery Order
 Download
 Enquiry
 Inspection Request ł Declarant Reference Number: satya Map Follow Up Inspection Additional Servic Owner Name: Advan Inspection Centre: Dry Port llov Up Required Stamping Required: spection Section*: Dry Port ~ Inspection Centre: Dry Port ~ Seal Required: 🗹 Inspection Request Initiate Inspection Initiate Service Request Initiate FollowUp Inspection Initiate Inspection - Cleared Declaration Track Inspection ~ Inspection Section: Dry Port Quantity Of Seals: 2 Status Details Status Sub-Status: Truck Release Requests Goods Details Attachments Notes Payment History Document Groups ■ LogiGate
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Manual Follow : - >

Automatic Follow Up : ->



Welcome himanshu AE-1223150-Dubai Customs M2- himanshutest	Initiate Followup Inspection	⊕
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iew By Service 🔻		
DT Subscription		
Bill Clearance		
Cargo Booking		
CPA Reports		
Delivery Order		
Download		
Enquiry		
Inspection Request		
Initiate Inspection		
Initiate Service Request		
Initiate FollowUp Inspection		
mitrate inspection - creared		
Declaration		
Track Inspection		
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4. Query for the BR or the declaration reference for which a follow up booking needs to be done

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View by Service DT Subscription Bill Clearance Cargo Booking CPA Reports Delivery Order	1	
Download Enquiry Inspection Request Initiate Inspection		
Initiate Service Request Initiate FollowUp Inspection Initiate Inspection - Cleared Declaration Track Inspection		
 Truck Release Requests Logi Gate MECRC Mirsal II 		

5. Query results are displayed. Click on Initiate Inspection. Additional booking request is created.



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DT Subscription							
Bill Clearance					XXYX		-
* Cargo Booking							
CPA Reports							
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Enquiry							
Inspection Request							
Initiate Inspection							
" Initiate Service Request							
Initiate FollowUp Inspection							
Initiate Inspection - Cleared Declaration							
Track Inspection							
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6. Booking Request details are displayed Update Inspection Centre and section and other details

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Welcome himanshu AE-1223150-Dubai Customs M2- himanshukest	Booking Request Details				۵	•
Message Centre (25)	Back Next Booking Request Details			Contact Details		
Logout	Booking Reference Number: 2020-BR-13	1981 Inspection Location Type*:	Customs Area		himanshu.joshi@dubaic.	
ew By Service 🔻	Declaration Number: 201000531			Representative Name*:		
DT Subscription	Initiation Date: 5/11/2020	Address:	Ę	Contact Number*	971-5-65655124	
Bill Clearance		a nadicity		(Country-Area-Number):		
Cargo Booking CPA Reports	Declarant Reference Number: satya	Map:		(CountryCodeMobileNumber):	971565655124	
Delivery Order	Owner Name: Advanced T	rading TEST Follow Up Inspe	ction	Additional Servic	es	
Download	Inspection Centre: Dry Port	Follow Up Required:		Stamping Required:		
Enquiry	Inspection Section*: Dry Port	 Inspection Centre: 	~	Seal Required:	8	
Inspection Request	Request Type*: Normal	Inspection Section:	~	Quantity Of Seals:		
Initiate Inspection Initiate Service Request			L	Status Details		
Initiate FollowUp Inspection				Status:	Draft 🗸	
Initiate Inspection - Cleared Declaration				Sub-Status:	~	
Track Inspection						J
Truck Release Requests	Goods Details Attachments Notes Pa	ayment History Document Groups				

Rest of the process is similar to that of a normal booking request.



5.1.3 Create Inspection for Multiple Declarations.

• Client creates an Inspection request for multiple declarations.

Working with the system

- For Declaration with status "Cleared with Inspection"
- 5. Login to the Application using the credentials and click on "GO". Application would navigate the user to "My Links"
- 6. Navigate to "Initiate Request" screen. Application would navigate the user to "CDM identified" view
- 7. Click on "Query" button and enter the Declaration number in the "Declaration Number" field. Then Click on "Go". Declaration Number gets displayed

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Welcome 💽	(<u> </u>		
himanshu NE-1229150-Dubai Customs M2- himanshutest	CDM Declaration	n Details	+ & Q 1-10 of 10+
Message Centre (25)	Initiate Inspection	Validate Terms and Condition	Please click on New button to add a declaration which is not available in below mentioned list.
Lopout	Declaration Number	Cargo Channel Regime Ty	pe Associate Multiple? Remarks
w By Service 🔻	2010005343020	Land Export	
DT Subscription BIII Clearance	2010005342920	Land Export	
Cargo Booking	2010005342820	Land Export	
CPA Reports Delivery Order	1010011964920		This Declaration has an auto created inspection Request. Please approach HAMRIYA PORT for completion of Customs Procedures.
Download	1010011961420		This Declaration has an auto created inspection Request. Please approach HAMRIYA PORT for completion of Customs Procedures.
Enquiry Inspection Request	1010012015020		This Declaration has an auto created inspection Request. Please approach HAMRIYA PORT for completion of Customs Procedures.
" Initiate Inspection	1010011964420		This Declaration has an auto created inspection Request. Please approach HAMRIYA PORT for completion of Customs Procedures.
Initiate Service Request Initiate FollowUp Inspection	1020002336120	Air Import	
Initiate Inspection - Cleared	1010011461620		This Declaration has an auto created inspection Request. Please approach HAMRIYA PORT for completion of Customs Procedures.
Declaration Track Inspection	1010011460620		This Declaration has an auto created inspection Request. Please approach HAMRIYA PORT for completion of Customs Procedures.
Truck Release Requests			X A V X
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Hirral II	a Centre Madia Centre	n Details	yournewhabit
Hirral II Ministry Construction USAN TRADE EVICE Centre Trondecise Welcome Welcome Kerszege Centre (25)	a Centre Madia Centre	n Details nd Conditions Please click on	Smart Workspace yournewhabit
Hirral II No. USAN TRADE EVICE Certic Yourdedge Welcome Welco	Contre Media Centre CDM Declaration Vulicate Terms an operation Numb er	n Details	Smart Workspace yournewhabit
Hirral II h A.C.J.V.C.J.V.C.J. A.C.J.V.C.J.V.C.J. A.C.J.V.C.J.V.C.J.V.C.J. A.C.J.V.C	s Centre Media Centre CDM Declaration Validat Terms an	n Details nd Conditions Please click on	Smart Workspace yournewhabit
Mirsal II h USALTADE VIALTADE	Centre Media Centre CDM Declaration Validate Terms an Declaration Number Exi 10005343920	n Details nd Conditions Please click on	Smart Workspace yournewhabit
Hirrah II N ALA LANGE ALA L	Contre Media Centre CDM Declaration Vulicate Terms an operation Numb er	n Details nd Conditions Please click on	Image: Second Multiplety Rew Presentation Mew button to add a declaration which is not available in below mentioned list. Image: Second Multiplety Enter Query.
Hirrad II h JUSA TRADE arcias Centre Welcome Welcome Welcome Wessage Centre (25) Wood-baset Message Centre (25) Code Cardo Booling Cirgo Booling Cirgo Booling	Centre Media Centre CDM Declaration Validate Terms an Declaration Number Exi 10005343920	n Details nd Conditions Please click on	Image: Second Multiplety Rew Print Rew button to add a declaration which is not available in below mentioned list. Pe Associate Multiplety
Hirral II h LUEAL TOADE arving Centre Mensanthu AF-222176-Date Contons ND- Nimortheb Message Centre (25) ew By Serving We By Serving Chapter Contons ND- Nimortheb Contons ND-	Centre Media Centre CDM Declaration Validate Terms an Declaration Number Exi 10005343920	n Details nd Conditions Please click on	Image: Second Multiplety Rew Print Rew button to add a declaration which is not available in below mentioned list. Pe Associate Multiplety
Hirsal II bh bh bh below below below Kerziss Centra Welcome Welcom	Centre Media Centre CDM Declaration Validate Terms an Declaration Number Exi 10005343920	n Details nd Conditions Please click on	Image: Second Multiplety Rew button to add a declaration which is not available in below mentioned list. Pe Associate Multiplety Remarks
Hirzel II bh bh bh covice Certre Welcome Welcome Welcome Welcome Welcome Welcome Welcome Covice Certre Welcome Covice Certre Welcome W	Centre Media Centre CDM Declaration Validate Terms an Declaration Number Exi 10005343920	n Details nd Conditions Please click on	Image: Second Multiplety Rew button to add a declaration which is not available in below mentioned list. Pe Associate Multiplety Remarks
Nirsal II ch	Centre Media Centre CDM Declaration Validate Terms an Declaration Number Exi 10005343920	n Details nd Conditions Please click on	Image: Second Multiplety Rew button to add a declaration which is not available in below mentioned list. pe Associate Multiplety Remarks
Hirsel II hirsel II hirsel II hirsel II Antice Centre Welcome Message Centre (25) Welcome Message Centre (25) Message Centre (Centre Media Centre CDM Declaration Validate Terms an Declaration Number Exi 10005343920	n Details nd Conditions Please click on	Image: Second Multiplety Rew button to add a declaration which is not available in below mentioned list. pe Associate Multiplety Remarks
Nirsal II bh	Centre Media Centre CDM Declaration Validate Terms an Declaration Number Exi 10005343920	n Details nd Conditions Please click on	Image: Second Multiplety Rew button to add a declaration which is not available in below mentioned list. pe Associate Multiplety Remarks
Nirsal II bh	Centre Media Centre CDM Declaration Validate Terms an Declaration Number Exi 10005343920	n Details nd Conditions Please click on	Smart Workspace yournewhabit
Nirsel II ch	Centre Media Centre CDM Declaration Validate Terms an Declaration Number Exi 10005343920	n Details nd Conditions Please click on	Image: Second Multiplety Rew button to add a declaration which is not available in below mentioned list. pe Associate Multiplety Remarks



8. Click on "Validate" button. Application would auto populate "Regime Type", "Cargo Channel" fields

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rvice Centre Knowledge (ntre Media Centre Toolbox About	yournewhabit
Welcome himanshu NE-1223150-Dubii Customs M2- himanshutest Message Centre (25)	CDM Declaration Details	★ ▲ Q 1-1 of 1 a not available in below mentioned list.
Logout	Doctaration Number Cargo Channel Regime Type Associate Multiplet Remarks 2010005343020 Land Export	
Bill Clearance Cargo Booking CPA Reports	Record Saved	v
Delivery Order Download Enquiry Inspection Request Initiate Inspection		
Initiate Service Request Initiate FollowUp Inspection Initiate Inspection - Cleared Declaration Track Inspection		
Truck Release Requests .ogi Gate #ECRC rade.ac/portal/350/main.do?fro		

9. Click on Associate Multiple Declaration flag as 'Y'.

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iervice Centre Knowledge (ertre Media Centre Toolbox About	yournewhabit
Welcome himanshu AE-1228150-Dubal Customs M2- himandhutest Message Centre (25)	CDM Declaration Details Initiate Inspection Validate Terms and Constitues Please click on New button to add a declaration which is not available in below m	+ A Q 1-1 of 1
Lopout	Declaration Number Cargo Channel Regime Type Associate Multiplety Remarks	
ew By Service 🔻	2010005343020 Land Export 🗹	
DT Subscription Bill Clearance Cargo Booking	Record Saved	
CPA Reports Delivery Order Download		
Enquiry Inspection Request Initiate Inspection		
Initiate Englection		
Initiate Inspection - Cleared Declaration		
Track Inspection Truck Release Requests		
Logi Gate		

10. Repeat the steps from 3 till 5 and then Click on "Initiate Inspection". Navigates the user to the Inspection booking Form details




Field	Description
Booking Reference Number	Auto populated
Initiation Date	Auto populated
Request Type	"Normal" = General planning and confirmation "Urgent " = For urgent planning and confirmation
Inspection Location Type	"Customs Area" = If the Inspection is to be conducted within Dubai Customs Premises "Outside Customs Area" = If the inspection is to be conducted outside the Dubai Customs Premises
Outside Location	Mandatory if the Inspection Location type= "Outside Customs Area". Pick applet to choose the following values Location Weight Number of trucks
Address	Mandatory if the Inspection Location type= "Outside Customs Area".
Мар	URL or the detail of location
Declarant Reference Number	Unique job number of the declaration
Declaration Number	Read only. Unique Number of the declaration associated to the Booking request
Owner Name	Read only. Name of the owner of the declaration associated to the Booking request
Declaration Status	Read only. Status of the declaration associated to the Booking request



Declaration Type	Read only. Unique Type of the declaration associated to the Booking request
CDM Remarks	Read only. Remarks provided by the CDM (customs Declaration Management)
Representative Name	Mandatory. Name of representative who shall be present at the time of Inspection
Contact Number	Mandatory .Contact Number of the Owner or the representative
Contact Email	Mandatory. Contact Email address of the Owner or the representative
Mobile Number	Mandatory. Contact Number of the Owner or the representative
Seal required	Check box. Flag "Y" or "N"
	To be updated only if Seals are required
Number of Seals	Editable if the 'Seal required' flag is "Y"
	For Declaration with container details, this field would default to Number of Containers OR ELSE default o "1"
Status	Read Only. Status of the Booking request would be "Draft"
Sub Status	Read Only. Sub status of the Booking request

11. Enter the Booking Form details

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Welcome himanshu AE-1223150-Dubai Customs M2- himanshutest Message Centre (25)	Booking Request Details		۵ [*] •
Logout	Booking Request Details		Contact Details
Logodt	Booking Reference Number: 2020-BR-13983	Inspection Location Type*: Customs Area	Contact Email*: himanshu-ioshi@dubaicu
iew By Service 🔻	Initiation Date: 5/11/2020	Outside Location:	
DT Subscription	Initiation Date: 5/11/2020		Representative Name*: himanshu
Bill Clearance	Request Type*: Normal	Address:	Contact Number* (Country-Area-Number): 971-5-65655124
Cargo Booking	Inspection Centre*: Dry Port	Map:	Mobile Number*
CPA Reports			(CountryCodeMobileNumber): 971565655124
Delivery Order	Inspection Section*: Dry Port		
Download	Status: Draft		Additional Information
Enquiry	status: Drait		
Inspection Request	Sub-Status:	·	Seal Required: 🔲
Initiate Inspection			Quantity Of Seals:
Initiate Service Request			
Initiate FollowUp Inspection	Preferred Date And Time		Truck/Container Number:
Beolaration	Preferred Date 1*: 5/11/2020	Preferred Slot 1*: Morning (07:00:00-2	
Track Inspection	Preferred Date 1*: 0/11/2020	Preferred Slot 1*: morning (07100100-2	Dedarant Reference Number:
Truck Release Requests	Preferred Date 2:	Preferred Slot 2:	
Logi Gate	Preferred Date 3:	Preferred Slot 3:	
MECRC			

- 12. Enter the Preferred Dates- Date1, Date 2and Date 3
 13. Enter the Preferred Slots Slot 1, Slot 2, and Slot 3, Additional Preferred Slot



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Welcome <	Back Next					
AE-1223150-Dubai Customs M2- himanshutest	Booking Request Det	ails			Contact Details	
Message Centre (25)	Booking Reference Number:	2020-BR-13983	Inspection Location Type*: C	ustoms Area 💙	Contact Email*:	himanshu.joshi@dubaicu
Logout	Initiation Date:	5/11/2020	Outside Location:	0	Representative Name*:	himanshu
	Request Type*:	Normal	Address:	8	Contact Number* (Country-Area-Number):	971-5-65655124
/iew By Service 🔻		Dury Davet			Markella, Maraka and	
B DT Subscription	Inspection Centre*:	Dry Port	Map:	Ę	(CountryCodeMobileNumber):	971565655124
Bill Clearance	Inspection Section*:	Dry Port 💙				
Cargo Booking	Status:	Draft			Additional Infor	mation
on nepons	Status	Dratt				
B Delivery Order	Sub-Status:	~			Seal Required:	8
Enquiry					Quantity Of Seals:	
Inspection Request					1	
Initiate Inspection	Preferred Date And 1	ime			Truck/Container Number:	34634
Initiate Service Request	Preferred Date 1*:	5/11/2020	Preferred Slot 1*: Mor	ming (07:00:00-2 💙	Declarant Reference Number:	004500
Initiate FollowUp Inspection					Pedarant Kererence Kumber:	324332
Initiate Inspection - Cleared Declaration	Preferred Date 2:		Preferred Slot 2: Mor	rning (07:00:00-2 🍸		
	Preferred Date 3:	5/11/2020	Preferred Slot 3: Mor	rning (07:00:00-2 💙		
Track Inspection						

14. Upload attachment for each declaration under "Declaration" tab and click on "Save".

DT Subscription	Preferred Date 3: Preferred Slot 3: Additional Preferred Slot 4: Morning (07:00:00-2 V	
Bill Clearance	Additional Preferred Slot*: Morning (07)00:00-2	
Cargo Booking	Declarations Notes Sealing Fees Groups	
CPA Reports		
Delivery Order		
Download		🔍 🍐 🛱 1 - 2 of 2
Enquiry		
Inspection Request	Declaration Number Payment Stamping Required	
Initiate Inspection	2010005343020	
Initiate Service Request		
Initiate FollowUp Inspection	2010005342920	
 Initiate Inspection - Cleared Declaration 		
Track Inspection		
Truck Release Requests	Attachments Payment History Document	
Logi Gate		
MECRC		
e Mirsal II		+ Q 🍐 🖥 1-1 of 1
e Renewal		
e Reports	Name Document Title Size (in Bytes) Type	
E Request	CCC Country Packing List 155,993 pg	
Transportation		·
E Upload		
User Management		
E Value Added Services		
Shortcut To Services 🔻		
CONNECT WITH US		STAKEHOLDER
Dening Data and Dening		
Twitter Linked In Facebo	Jok Antoutube Antotagram	

15. Click in "Next". Application shall navigate the user to "Inspection Fees" .Respective Charge Type, Amount and the Total Amount would be populated under "Inspection Fees" tab if applicable.



Welcome himanshu AE-1223150-Dubal Customs M2- himanshutest	Booking Request Deta	ils					•
Message Centre (25)	Back Next						
Logout	Booking Request Det	ails			Contact Details		
	Booking Reference Number:	2020-BR-13983	Inspection Location Type*:	Customs Area	Contact Emple	himanshu.joshi@dubaicu	
iew By Service 🔻	-			ous composed			
DT Subscription	Initiation Date:	5/11/2020	Outside Location:	۵	Representative Name*	himanshu	
Bill Clearance	Request Type*:	Normal	Address	-	Contact Number* (Country-Area-Number)	971-5-65655124	
Cargo Booking		Dru Port	Map		Mobile Number*	971565655124	
CPA Reports	Inspection Centre*:	ory role	Map:	7	(CountryCodeMobileNumber)	9/1565655124	
Delivery Order	Inspection Section*:	Dry Port 💙					
Download	Status:	Dyaft 🗸			Additional Info	mation	
Enquiry	Status:	Draft				_	
Inspection Request	Sub-Status:	×			Seal Required	2	
Initiate Inspection						-	
Initiate Service Request					Quantity Of Seals	2	
Initiate FollowUp Inspection	Preferred Date And T	ime			Truck/Container Number	34634	
Initiate Inspection - Cleared Declaration			r i				
Track Inspection	Preferred Date 1*:	5/11/2020	Preferred Slot 1*:	Morning (07:00:00-2 💙	Declarant Reference Number	324532	
Truck Release Requests	Preferred Date 2:	1	Preferred Slot 2:	~			
Logi Gate							
MECRC	Preferred Date 3:	(1)	Preferred Slot 3:	· · · · · · · · · · · · · · · · · · ·			
Mirsal II			Additional Preferred Slot*:	Morning (07:00:00-2 💙			
Renewal	Declarations Notes Sealin	Groups					
Reports	Declarations Notes Sealin	g Fees Groups					
Request							
Transportation				_		Q 1-1	1 of 1
Upload User Management							
User Management Value Added Services	Payment Id	Payment Mode Credit Acco	unt Total Amount Status	Exception Remarks			

16. <u>Click on "Confirm Payment"</u>. The Status of the payment gets updated to "Authorized"

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Welcome himanshu AE-1229150-Dubal Customs M2- himanshutest Message Centre (25)	Booking Request Detail	5				A A
Lopout	BOOKING Request Details				Contact Details	
	Booking Reference Number:	2020-BR-13983	Inspection Location Type:	Customs Area 💙	Contact Email:	himanshu.joshi@dub
iew By Service	Initiation Date:	5/11/2020	Outside Location:	×	Representative Name:	himanshu
Bill Clearance	Request Type:	Normal	Address:		Contact Number (Country-Area-Number):	971-5-65655124
Cargo Booking	Inspection Centre:	Dry Port 🗸	Map:		Mobile Number	971565655124
CPA Reports			indp.	11	(CountryCodeMobileNumber):	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Delivery Order	Inspection Section:	Diş Fore			Additional Information	
Download Enquiry	Status:	Draft 💙			Seal Required:	2
Inspection Request	Sub-Status:	~			Quantity Of Seals:	2
Initiate Inspection					Truck/Container Number:	34634
Initiate Service Request	Preferred Date And Time				Truck/ Container Number:	34634
Initiate FollowUp Inspection	Preferred Date 1:	5/11/2020	Preferred Slot 1:	Morning (07:00:0 💙	Declarant Reference Number:	324532
Initiate Inspection - Cleared Declaration	Preferred Date 2:	0	Preferred Slot 2:	~		
Track Inspection		B				
Truck Release Requests	Preferred Date 3:	2	Preferred Slot 3:	×		
			Additional Preferred Slot:	Morning (07:00:0 ¥		



For Cleared declaration inspection charges is 100 AED.



- 17. Similarly Confirm the payment for all declarations
- 18. Click on Submit. Application changes the status to "Submitted" and assigns the request to planner.

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Welcome himanshu AE-1229150-Dubai Customs M2- himanshutest Message Centre (25)	Booking Request Detail	S			Contact Details	
Lopout	Booking Request Details					
/iew By Service 🔻	Booking Reference Number:	2020-BR-13984	Inspection Location Type:	Customs Area 💙	Contact Email:	himanshu.joshi@dub
DT Subscription	Initiation Date:	5/11/2020	Outside Location:	~	Representative Name:	satya
Bill Clearance	Request Type:	Normal	Address:	=	Contact Number (Country-Area-Number):	971-5-65655124
Cargo Booking CPA Reports		Dry Port 💙	Map:		Mobile Number (CountryCodeMobileNumber):	971565655124
Delivery Order	Inspection Section:	Dry Port 💙			Additional Information	
Download	Status:	Draft 🗸			Seal Required:	0
Enquiry		×			sear Required.	
Inspection Request	Sub-Status:	×			Quantity Of Seals:	
Initiate Inspection	Preferred Date And Time				Truck/Container Number:	
Initiate Service Request Initiate FollowUp Inspection		La constante da			Declarant Reference Number:	
Initiate FollowUp Inspection	Preferred Date 1:	5/11/2020	Preferred Slot 1:	Morning (07:00:0 💙	Declaranc Reference NUMBER:	
Declaration	Preferred Date 2:	Ű	Preferred Slot 2:	~		
Track Inspection	Preferred Date 3:	10	Preferred Slot 3:	×		
Truck Release Requests			Additional Preferred Slot:	Morning (07:00:0 ¥		

19. Confirmation page displays the details.



Welcome 💽	Booking Request Details	A A
E-1223150-Dubai Customs M2- himanshutest		
Message Centre (25)	Track Inspection Request	
Dopout	Thank you for submitting your Inspection Request for	
	Declaration Number(s): 2010005343420,201000	
w By Service ▼	Booking Reference Number: 2020-BR-13984	
DT Subscription BIII Clearance	Owner Name: Advanced Trading TEST	
argo Booking		
PA Reports	Declarant Reference Number:	
lelivery Order	Total Fees: 240	
lownload	Dubai Customs team will get back to you in 2 hours for confirmation of your Inspection Date and Time	
inquiry	П	
nspection Request		_
Initiate Inspection Initiate Service Request		
Initiate FollowUp Inspection		
Initiate Inspection - Cleared		
Declaration Track Inspection	HOW WAS YOUR EXPERIENCE?	
Truck Release Requests		
ogiGate		
IECRC		

Working with the system

- For Declaration with status "Cleared"
- 1. Login to the Application using the credentials and click on "GO". Application would navigate the user to "My Links"
- 2. Navigate to "Initiate Request" screen and then to "Cleared Declaration" view
- 3. Click on "New" and enter the declaration Number in the "Declaration Number" field
- 4. Click on "Validate" button. Application would auto populate 'Cargo Type", "Regime Type", "Cargo Channel" fields
- 5. Click on Associate Multiple Declaration flag as 'Y'.
- 6. Repeat the steps from 3 till 5 and then Click on "Initiate Inspection". Navigates the user to the Inspection booking Form details
- 7. Click in "Validate Payment". Application shall navigate the user to "Inspection Fees" .Respective
- 8. Charge Type, Amount and the Total Amount would be populated under "Inspection Fees" tab
- 9. Click on "Confirm Payment". The Status of the payment gets updated to "Authorized"
- 10. Similarly Confirm the payment for all declarations
- 11. Click on Submit. Application changes the status to "Submitted" and assigns the request to planner



Tip: Sealing fees if requested for multiple declarations would be generated separately for a booking request and shall be visible under the Sealing tab





For booking request with Multiple Declaration, User would upload document for each declaration and not for a booking request

- Navigate to "Declaration" Tab and then to "Attachment" screen. Select the Declaration Number and click on "New"
 Click on glyph and browse the document and click on "Add"

Select the required value the "Document Title" and then click on "Sav



5.1.4 Create Inspection request for Outside Inspection-

- Client will create Outside Inspection request for the declaration.
- Client enters necessary information to the Inspection request
- Client uploads document (if any) and notes if required and saves the request for further processing
- Client then submit post indicating the mode of payment

Working with the system

If the Location type= "Outside Customs Area" then user has to fill the following details

- a) Location
- b) Weight
- c) Number of trucks

These indicate the Outside Inspection charges.

1. Initiate a new Inspection request (CDM or Cleared)

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Welcome himanshu E-1229150-Dubai Customs M2-	Cleared Declaration Detai	ls				+ Q	6	1 - 10 of 10	+
himanshutest Message Centre (25)	Initiate Inspection Validate	Terms and Conditions					-		
Logout t	Declaration Number	Cargo Channel	RegimeType	Associate Multiple? TRemarks					
w By Service 🔻	2010005316320	Land	Export						
	1010010257419								
SIII Clearance Cargo Booking	1050001450317	Passenger	Import						
	1010009358017	Passenger	Import						
lelivery Order	2030001436617	Alf	Export						
	2030001436517	Alr	Export						
nspection Request	2030001436417	Alr	Export						
Initiate Inspection Initiate Service Request	1230000010917	Passenger	Import						
Initiate FollowUp Inspection	1230000010717	Passenger	Import						
Initiate Inspection - Cleared Declaration									
				X A V X					

2. Enter Booking form details



Service Centre Knowledge Ce	ntre Media Centre Tool	lbox About				yourney	vhabi
Welcome himanshu AE-1229150-Dubai Customs M2-	Booking Request Deta	ils				۵	
himanshutest Message Centre (25)	Back Next						
message centre (23)	Booking Request D	Details			Contact Details		
Logout	Booking Reference Number:	(Inspection Location Type*:	utside Customs ére 💙	Contact Email*:		
View By Service 🔻	Declaration Number		Outside Location:		Representative Name*:		
DT Subscription			-		Contact Number*		
Bill Clearance	Initiation Date:	5/12/2020	Address:	5	(Country-Area-Number):		
^B Cargo Booking	Declarant Reference Number:	satya	Map:	8	Mobile Number* (CountryCodeMobileNumber):		
CPA Reports	Owner Name:	Advanced Trading TEST	Follow Up Inspect	ion	Additional Services		
Belivery Order	Inspection Centre:		Follow Up Required: 0		Stamping Required:		
Download							
Enquiry Inspection Request	Inspection Section*:	×	Inspection Centre:	~	Seal Required: 🗐		
Initiate Inspection	Request Type*	Normal 💙	Inspection Section:	×	Quantity Of Seals:		
Initiate Service Request			-		Status Details		
Initiate FollowUp Inspection					Status: Dra	ft 💙	
Initiate Inspection - Cleared Declaration					Sub-Status:	~	
Track Inspection			1				
Truck Release Requests	Goods Details Attachments	Notes Payment History	Document Groups				
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B MECRC						Q & 1-1 of 1	
³ Mirsal II						~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	
Renewal	Select All Deselect Group	p Dates					
Reports							
Request	Select Container Number	Marks and Numbers Preferre	ad Date 1 Preferred Slot 1	Additional Preferred Slot	Preferred Date 2	Preferred Slot 2 Preferre	1 De
Transportation	N	N/A					
9 Upload		1979					

3. Select the Inspection Location Type as "Outside Customs Area"

Welcome himanshu AE-1223150-Dubai Customs M2- himanshutest	Booking Request Detai	ils					• •
Message Centre (25)	Booking Request D	otaile			Contact Details		
Logout	Booking Reference Number:	-	Inspection Location Type)utside Customs Are 💌		himanshu.joshi@dubaic.	
View By Service 🔻	Declaration Number:	2010005316320	Outside Location:		Representative Name*:	satya	
DT Subscription	Initiation Date:	5/12/2020	Address:	8	Contact Number*	971-5-65655124	
Bill Clearance					(Country-Area-Number): Mobile Number*		
Cargo Booking	Declarant Reference Number:		Map:		(CountryCodeMobileNumber):	971565655124	
CPA Reports Delivery Order	Owner Name:	Advanced Trading TEST	Follow Up Inspect	ion	Additional Servi	ces	
Bownload	Inspection Centre:	Dry Port 💙	Follow Up Required: 🗏		Stamping Required:		
Enquiry	Inspection Section*:	Dry Port	Inspection Centre:	~	Seal Required:		
Inspection Request			Inspection Section:	~	Ouantity Of Seals:		
Initiate Inspection	Request Type*:	Normal	Inspection Section:	X			
Initiate Service Request					Status Details		
Initiate FollowUp Inspection					Status:	Draft 💙	
Initiate Inspection - Cleared Declaration					Sub-Status:	~	
Track Inspection							
Truck Release Requests	Goods Details Attachments	Notes Payment History	Document Groups				
Logi Gate							
MECRC						Q & 1-10	6.1
Mirsal II	and the second second second second					~ 0 1.10	-
Renewal	Select All Deselect Group	Dates					
Reports							
Request	Select Container Number	Marks and Numbers Preferre	Date 1 A Preferred Slot 1	Additional Preferred Slot	Preferred Date 2	Preferred Slot 2. Pre	efen
Transportation	N	N/A					
Upload	4						

4. Click on glyph 🖾 in the "Outside Location Field" . Application shall open and new form to the user



Welcome himanshu AE-1223150-Dubai Customs M2- himanshutest Message Centre (25)	Booking Reque					۵	
	Booking	Request Details			Contact Details		
Logout	Booking Referen	e Number: 2020-BR-13987	Inspection Location Type*:	Outside Customs Are 💙	Contact Email*:	nimanshu.joshi@dubaic.	
View By Service 🔻	Declaratio	n Number: 2010005316320	Outside Location:		Representative Names:	satya	
DT Subscription	-			E,	Contact Number	971-5-65655124	
Bill Clearance	Outside Loca	ation	Х		(Country-Area-Number): [
Cargo Booking				(c	ountryCodeMobileNumber):	971565655124	
CPA Reports			Q 1 - 20 of 40	ion	Additional Service	25	
Delivery Order	-				Stamping Required:		
Enquiry	Location	Weight	Number of Trucks	×	Seal Required: [
Inspection Request	Dubai	20 Tons	1				
Initiate Inspection				×	Quantity Of Seals:		
Initiate Service Request	Hatta	20 Tons	1		Status Details		
Initiate FollowUp Inspection	Hatta	Exceeding 20 Tons	1		Status:	Draft 💙	
Initiate Inspection - Cleared Declaration	Sharjah	20 Tons	1		Sub-Status:	~	
Track Inspection	Shartah	Exceeding 2.0 Tons	1		L		
Truck Release Requests		-					
Logi Gate	KhorFakan	20 Tons	1				
MECRC Mirrol II	KhorFakan	Exceeding 2.0 Tons	1			Q & 1-1 of 1	
Mirsal II Repeval	KhorFakan	Regardless Weight	2				an 1
Reports							au 1
Request	KhorFakan	Reg ard less Weight	3	Additional Preferred Slot	Preferred Date 2.	Preferred Slot 2. Preferr	
Transportation	Ajman	20 Tons	1	1			
Upload	Ajman	Exceeding 2.0 Tons	1			•	
User Management	Ajman	Regardless Weight	2	-			-
Value Added Services	Ajman	Regardless Weight	3				

5. Select the desired combination of "Location", "Weight" and "No of Trucks" from the pop up. Click on 'OK' to select a value. Click Save to save the record.

Welcome 🔣	Declaration Number: 2010005316320 Or				
himanshu AE-1223150-Dubai Customs M2-	Initiation Date: 5/12/2020	Dubal	20 Tons	1	
himanshutest	Declarant Reference Number: satva	Hatta	20 Tons	1	
Message Centre (25)					
Copout	Owner Name: Advanced Trading TEST	Hatta	Exceeding 20 Tons	1	
	Inspection Centre: Dry Port 🗸 Follo	v Sharjah	20 Tons	1	
ïew By Service ▼	Inspection Section : Dry Port V Ins	Sharjah	Exceeding 20 Tons	1	
DT Subscription			20 Tons		
Bill Clearance	Request Type*: Normal V Ins			1	
Cargo Booking		KhorFakan	Exceeding 20 Tons	1	
CPA Reports Delivery Order		Kho IF akan	Regardless Weight	2	×
Derivery Urder Download		KhorFakan	Regardless Weight	3	~
Enquiry					
Inspection Request	Goods Details Attachments Notes Payment History Document	Ajman	20 Tons	1	
Initiate Inspection		Ajman	Exceeding 20 Tons	1	
Initiate Service Request		Alman	Regardless Weight	2	1 - 1 of 1
Initiate FollowUp Inspection					
Initiate Inspection - Cleared Declaration	Select All Deselect Group Dates	Ajman	Regardless Weight	3	
Track Inspection	Select Container Number Marks and Numbers Preferred Date 1-	UmmAlQwain	20 Tons	1	2 Prefen
Truck Release Requests	N N/A	UmmAl0wain	Exceeding 20 Tons	1	
Logi Gate	N N/A	UmmAlowain	Regardless Weight	2	
MECRC	<u>N</u>	ummAligwain	Negatoless weight	2	· · ·
Mirsal II		UmmAlQwain	Regardless Weight	3	
Renewal		Ras Al Khaima	20 Tons	1	
Reports Request		Ras Al Khaima	Exceeding 2.0 Tons		
Transportation			77		
Upload		Ras Al Khaima	Regardless Weight	2	
User Management					
Value Added Services			≖ ▲ ▼ ≖		
hortout To Services 🔻				OK Cancel	

- 6. Enter the value in "Address" field and click on Save7. Enter the value in "Map" field and click on Save



Welcome 💽	Booking Reque	st Details							6 ·
AE-1223150-Dubai Customs M2-									
himanshutest Message Centre (25)	Back Next								
message Centre (23)	Booking	Request Deta	ils				Contact Details		
Logout	Booking Reference		20-BR-13987	Inst	pection Location Type*:	utside Customs Are 💙	Contact Email*:	himanshu.joshi@du	baic.
View By Service 🔻	Declaration	Number: 20	10005316320		Outside Location: A	jman 🕤	Representative Name*:	satya	
Bill Clearance	Initia	tion Date: 5/	12/2020	1	Address:	ubai free zone city 🗦	Contact Number* (Country-Area-Number):	971-5-65655124	
Cargo Booking	Declarant Reference	Number:	tya		Map: H	TTP://www.googlema	Mobile Number* (CountryCodeMobileNumber):	971565655124	
CPA Reports	Own	er Name: A	lvanced Trading	TEST	Follow Up Inspect	on	Additional Servi	es	_
Delivery Order		_							_
Download	Inspectio	n Centre: Dr	y Port	~	Follow Up Required:	<u></u>	Stamping Required:		
# Enquiry	Inspection	Section*: Dr	y Port	~	Inspection Centre:	~	Seal Required:		
Inspection Request	Reque	st Type*: No	rmal	~	Inspection Section:	~	Quantity Of Seals:		
Initiate Inspection							Status Details		_
Initiate Service Request Initiate FollowUp Inspection							Status	0	~
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Declaration							Sub-Status:		~
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Truck Release Requests	Goods Decails	anner o	dies r dymen	crimotory bood	Groups				
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meene								Q &	1 - 1 of 1
in sur n									
	Select All Deselec	e Group Da	tes						
E Reports E Request	Select Container	Number Ma	rks and Numbers	Preferred Date 1-	Preferred Slot 1	Additional Preferred Slot	Preferred Date 2	Preferred Slot 2	Preferi
Transportation									
Upload	N	N/A							
User Management	4								+
Value Added Services									
Shortcut To Services									

8. Add Preferred Date and Preferred slot, attachments and Notes if any.

Welcome 🛛 🕶			
AE-1223150-Dubai Customs M2- himanshutest	Back Next Booking Request Details		Contact Details
Message Centre (25)			
locout	Booking Reference Number: 2020-BR-13987	Inspection Location Type*: Outside Co	ustoms Are 💙 Contact Email*: himanshu.joshi@dubaic.
Logout	Declaration Number: 2010005316320	Outside Location: Ajman	Representative Name*: satya
ïew By Service ▼	Initiation Date: 5/12/2020	Address: Dubai free	zone dty Contact Number* 971-5-65655124
DT Subscription	Declarant Reference Number: satua	Map: HTTP://ww	w.googlema
Bill Clearance			(CountryCodeMobileNumber): 971565655124
Cargo Booking	Owner Name: Advanced Tradin	g TEST Follow Up Inspection	Additional Services
CPA Reports	Inspection Centre: Dry Port	✓ Follow Up Required: ■	Stamping Required:
Delivery Order	Inspection Section*: Dry Port	V Inspection Centre:	Seal Required:
Download		inspection centre.	
Enquiry Inspection Request	Request Type: Normal	Inspection Section:	V Quantity Of Seals:
Initiate Inspection			Status Details
Initiate Service Request			Status: Draft 💙
Initiate FollowUp Inspection			Sub-Status:
Initiate Inspection - Cleared Declaration	Record Saved		
Track Inspection	Goods Details Attachments Notes Payme	nt History Document Groups	
Truck Release Requests			
Logi Gate			
MECRC			Q & 1-1-
Mirsal II	Select All Deselect Group Dates		
Renewal			
Reports	Select Container Number Marks and Numbers	Preferred Date 1 Additi	onal Preferred Slot Preferred Date 2 Preferred Slot 2 Pr
Request Transportation	Y N/A	5/12/2020 Moming (07:00:00-23:00:00) Moming	na (07:00:00-23:00:00)
Upload	4		
oproau			

9. Click on "Next". Application would navigate the user to "Inspection Fees" screen. Respective Charge Type, Amount and the Total Amount shall be populated



>	4

Welcome 💽	In	itiation Date: [5/:	12/2020	Address:			971-5-65655124	
himanshu AE-1223150-Dubai Customs M2-	Declarant Refere	nce Number: sa	ya	Map:	HTTP://www.googl	Mobile Number (CountryCodeMobileNumber)	971565655124	
himanshutest Message Centre (25)		Owner Name: Ad	vanced Trading	TE Follow Up Inspe	ction	Additional Services		
	Incon	ction Centre: Dr	Dort	Follow Up Required:		Stamping Required		
Lopout								
View By Service 🔻	Inspec	tion Section: Dr	r Port	 Inspection Centre: 	~	Seal Required		
	R	equest Type: No	rmal	 Inspection Section: 	~	Quantity Of Seals		1.1
Bill Clearance						Status Details		
Cargo Booking						Status	Draft	
CPA Reports								
Belivery Order						Sub-Status		
Download								
Enquiry							👌 📿 1-1 of 1	
Inspection Request								
Initiate Inspection	Make Payment	Verify Payment						
Initiate Service Request	Payment Mode	Credit Account	Total Amount	Status Exception Remarks				
Initiate FollowUp Inspection								
			740					
Initiate Inspection - Cleared								
Initiate Inspection - Cleared Declaration				x	A V X			1
Initiate Inspection - Cleared Declaration Track Inspection				x	A 7 X			I
Initiate Inspection - Cleared Declaration Track Inspection Truck Release Requests Logi Gate	Payment Deta	ails		x	A V X		1 - 3 of 3	
Initiate Inspection - Cleared Declaration Track Inspection Truck Release Requests Log Gode MECRC Mirsal II	Payment Deta	ails		X	A Y X		1 - 3 of 3	
Initiate Inspection - Cleared Desiaration Track Inspection Truck Release Requests Logi Gate HECRC Mirsal II Renewal	Payment Deta ChargeType	ails	Amount	x		celpt Number	1 - 3 of 3	
Initiate Inspection - Cleared Declaration Track Inspection Track Release Requests Logi Gate McCRC Mrsai II Renaval Reports	ChargeType	ails		x		celpt Number	1 - 3 of 3	
Initiate Inspection - Cleared Destartion Track Inspection Truck Release Requests Logi Gale HECRC HIFCRI Rerard Reports Request	ChargeType Inspection Charges		100	x		capt Number	1 - 3 of 3	
Initiate Inspection - Cleared Declaration Track Inspection Track Inspection Track Release Requests Logi Gate Micrail II Reneval Reports	ChargeType			x		celpt Number	1 - 3 of 3	

10. Select the mode of Payment and click on Save. Application shall enable the submit button

Welcome	Declarant Reference Number:		Map: HT	TP://www.googl 🖳	Mobile Number	971565655124	^
E-1223150-Dubai Customs M2- himanshutest			·	! //	(CountryCodeMobileNumber):	3/1303033124	
Message Centre (25)	Ovner Name:	Advanced Trading TE	Follow Up Inspection	1	Additional Services		
	Inspection Centre:	Dry Port 💙	Follov Up Required: 🗌		Stamping Required:		
Lopout	Inspection Section:	Dry Port 💙	Inspection Centre:	~	Seal Required:		
By Service 🔹	Request Type:	Normal	Inspection Section:	~	Quantity Of Seals:		
l' Subscription					Status Details		
Clearance					Status:	Draft 🗸	
rgo Booking A Reports					Sub-Status:	~	
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quiry						4 Q 1-1 of 1	
pection Request	Make Payment Verify Payme	ant					
Initiate Inspection							
Initiate Service Request Initiate FollowUp Inspection	Payment Mode Credit Accourt	nt Total Amount Status	Exception Remarks				
Initiate Inspection - Cleared	Credit Account 1113236	740					
eclaration	-						
Track Inspection Truck Release Requests			X A	▼ Ξ			
gi Gate	Record Saved						- 11
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sal II	Payment Details					T - 2 01 2	
neval	ChargeType	Amount		Receil	pt Number		
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quest nsportation	Inspection Charges	100					
load	Knowledge Innovation Dirham	40					
er Management	Outside inspection Charges	600					-
lue Added Services							
tout To Services	r						

11. Application shall navigate the user to the confirmation page. The Inspection request will be assigned to the Dubai Customs for approval and confirmation of Payment.



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Welcome 🗨	(m. 11								
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223150-Dubal Customs M2- himanshutest lessage Centre (25)									
	Back Submit								
Logout		ng Request Detai				Contact	_		
y Service 🔻		ence Number: 203		Inspection Location Type			-	imanshu.joshi@dub	
Subscription	Declara	tion Number: 201	.0005316320	Outside Location			tative Name: s	atya	
Clearance o Booking	In	itiation Date: 5/1	2/2020 💆	Addres	Laider			71-5-65655124	
Reports	Declarant Refere	ence Number: sat	/a	Maj	HTTP://www.googl	Mol (CountryCodeMo	bile Number 9 bileNumber):	71565655124	
ery Order		Owner Name: Adu	anced Trading TE	Follow Up Insp	ection	Addition	al Services		
nioad	Inspe	ction Centre: Dry	Port 💙	Follow Up Require	i: 🗊	Stampi	ng Required: 🗌		
iry sction Request	Inspe	ction Section: Dry	Port 🗸	Inspection Centre	· V	S	al Required:		
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4.11	Make Payment	Verify Payment							
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5.1.5 View/Track confirmed Booking Request

- To track the progress of Inspection request.
- To view the request at any point of time..

Working with the system

1. Navigate to "Track Request" link

iearch	Q Switch to Modern Horr	ne Contact
مالالحارية DUBAI TRADE	Smart Workspa	се
Service Centre Knowledge C	Certre Media Certre Toolbox About YOUTTIE	ewhabit
Welcome himanshu AE-1223150-Dubi Customs M2- himanshutest Message Centre (25)	Track Inspection Request Q Ho Re Re-Schedule Request Cancel Request Update Info View Confirmation Details Make Payment Terms and Candidance	icords
Logout	Regular regular concernation and a set of the concernation of the content of the	
Of Subscription Of Subscription Of Crago Booking Ochy Booking Ochy Booking Ochy Booking Ochy Booking Ochy Code Ochy Cod		

2. Click on "Query" - Enter the applicable parameters for the query

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Service Centre Knowledge (Centre Media Centre	Toolbox	About						yournewhabit
Welcome himanshu AE-12210-Dubai Custons M2- himanshutest Message Centre (25)	Track Inspection Re Re-Schedule Request	equest Cancel Rec	juest Upd	ate Info	View Cont	firmation Details	Make Payment	Terms and Conditions	Q - 10 of 10+
Logout	Booking Reference Number	RequestType	Location Type	Status	Sub Status	Initiation Date	Declaration Number	MobileNumber	Follow Up Inspection
View By Service 🔻	2017-BR-9159	Normal	Customs Area	Submitted		9/24/2017	2030001445217	971565655124	
DT Subscription	2017-BR-9178	Normal	Customs Area	Submitted		9/25/2017	1080000473317	971565655124	
Bill Clearance Cargo Booking	2017-BR-9291	Normal	Customs Area	Submitted		9/26/2017	2030001448317	971565655124	
CPA Reports	2017-BR-9589	Normal	Customs Area	Submitted	Client Resp	10/12/2017	2010004054617	971565655124	
Delivery Order	2017-BR-9608	Normal	Customs Area	Submitted		10/22/2017	2010004055417	971501784353	
Download Enquiry	2018-BR-9856	Normal	Customs Area	Submitted		1/7/2018	4010000722317	971565655124	
Inspection Request	2018-BR-9862	Normal	Customs Area	Submitted		1/7/2018	2030001325616	971565655124	
Initiate Inspection	2018-BR-9863	Normal	Customs Area	Submitted		1/7/2018	2030001444417	971565655124	
Initiate Service Request Initiate FollowUp Inspection									
Initiate Inspection - Cleared Declaration	2018-BR-9893 2018-BR-9920	Normal	Customs Area	Cancelled Submitted	Client	1/11/2018	3030001178418 2030001474418	971568258 971523256523	
Track Inspection Truck Release Requests						X A	• •		
Logi Gate MECRC									
Mirsal II									



3. Application displays the booking request that was queried.

Logi Gate
 MECRC
 Mirsal II

earch	Q				Switch to Modern Home Contac
میکانداریه DUBAI TRADE			·	Smart	Workspace
Service Centre Knowledg	Centre Media Centre	Toolbox About			yournewhabi
Welcome <	Track Inspection	equect			0
AE-1223150-Dubai Customs M2- himanshutest Message Centre (25)	Re-Schedule Reques		rmation Details Make Payment	ms and Conditions	Q 1-1 of 1
Lopout	Booking Reference Number	Request Type Location Type Status Sub Status	8 Initiation Date 🖛 Declaration Number	MobileNumber	Follow Up Inspection
View By Service 🔻	2020-BR-13982	Normal Customs Area Submitted	5/11/2020 2010005342520	971565655124	
DT Subscription			T A T T		
Bill Clearance Cargo Booking Crân Reports Delivery Order Deavings Denorisse Enquiry Inspection Request Initiate Service Request					
Track Inspection Truck Release Requests					
E LogiGate MECRC					



4. Click on view confirmation details to generate a report / receipt of booking request confirmation.

Service Centre Knowledge (Centre Media Centre	Toolbox About				yournewhabit
Welcome 💽						
AE-1223150-Dubai Customs M2- himanshutest	Track Inspection	Request				Q 1-1 of 1
Message Centre (25)	Re-Schedule Request	Cancel Request Update	Info View Confirmation Details	Make Payment Terms ar	nd Conditions	
Dopout	Booking Reference Number	Request Type Location Type	Status Sub Status Initiation Date	Declaration Number	Mobile Number	Follow Up Inspection
View By Service 🔻	2020-BR-13305	Normal Customs Area	Scheduled Confirmed 4/20/2020	2030002645020	971565655124	
DT Subscription			х	A V X		
Bill Clearance						*
Cargo Booking						
CPA Reports						
Delivery Order						
Download						
Enquiry						
Inspection Request						
Initiate Inspection Initiate Service Request						
Initiate FollowUp Inspection						
Initiate Inspection - Cleared Declaration						
Track Inspection						
Truck Release Requests						
Logi Gate						
MECRC						
Mirsal II						
Renewal						
Reports						
Request						
Transportation						
Upload						
B User Management						
8 Value Added Services						

5. Application displays the receipt in printable format.

Welcome 💽							*
himanshu AE-1223150-Dubai Customs M2- bimanshutest	Track Inspection	Request				Q 1-	1 of 1
Message Centre (25)	Re-Schedule Request	Cancel Request Update In	f0 View Confirmation Details	Make Payment Terms a	d Conditions		
Logout	Booking Reference Number	Request Type Location Type	Status Sub Status Initiation Date	Declaration Number	Mobile Number	Follow Up Inspection	
ew By Service 🔻	2020-BR-13305	Normal Customs Area	Scheduled Confirmed 4/20/2020	2030002645020	971565655124		
DT Subscription Bill Clearance	🕥 Orac	:le BI Publisher - Google Chrome			1	- 0 x)	-
Cargo Booking	() N	ot secure imitap01.dubaiwor	dd ae 7778 fem Inconvertinened	tion (dient/Booking+Co	nfirmation+_+Increation	+Booking	
CPA Reports		at secure initapo i dubaiwoi	d.ae.7770/ximpserver/imspec	Bolly_client/booking+co	Initiation - Inspection	T BOOKING	
Delivery Order						<u>^ </u>	
Download							
Enquiry							
Inspection Request							
Initiate Inspection	3	There			🔥 جمــارك.ديــ		
Initiate Service Request	00	WERNMENT OF DE			جمارك دبى DUBAI CUSTOMS 🔰		
Initiate FollowUp Inspection		Processing To) cancel, click <u>here</u>				
Initiate Inspection - Cleared Declaration							
Track Inspection			Booking Confirm	nation			
Truck Release Requests			Booking Comm	nation		_	
Logi Gate							
MECRC	Ba	ar Code (Booking Request) : poking Reference Number :	2020-BR-13305				
Mirsal II	Ins	spection Centre :	Jebel All and Tecom				
	Ins	spection Section :	DC and DM Inspection-Gate11				
Renewal			2022 203		5 - 30 - 30 - 30 - 30 - 30 - 30 - 30 - 3		
		Declaration			tts to be carried ture/Profile Copy		
Reports				Organuc	teren rome oopy		
Reports Request		20300026		(/)			
Renewal Reports Request Transportation Upload		20300026 Container Number / Marks & Numbers SYNC1	Bar Code (Containers)		ed Date Time 20 04:56:00 PM		



5.1.6 Make payment for Outside Inspection -

- To make payment for Outside Inspection after approval of Outside Inspection request by Dubai Customs.
- This process is applicable only for Payment Mode = e-pay.

Working with the system

1. Navigate to "Track Request" link

Teh	Q				Smart Workspace
ديناي التجارية DUBAI TRADE					Smart workspace
Service Centre Knowledge	Centre Media Centre	Toolbox About			yournewhabi
Welcome himanshu AE-1228150-Dubal Customs M2- himanshutest Message Centre (25)	Initiate/Track Truck Cancel Request Print Re				+ Q 1 - 10 of 12+
Lopout	Truck Release Request Number	Declaration Number	Status	Initiation Date	
/iew By Service 🔻	2020-TR-911	1010012036220	Submitted	5/4/2020	
DT Subscription	2020-TR-910	1010012032420	Submitted	5/4/2020	
Bill Clearance Cargo Booking	2020-TR-909	1010012033220	Submitted	5/4/2020	
CPA Reports	2020-TR-908	1010012032620	Submitted	5/4/2020	
Delivery Order	2020-TR-904	1010012030020	Submitted	5/3/2020	
Download Enquiry	2020-TR-903	1010012028920	Submitted	5/3/2020	
Inspection Request	2020-TR-902	1010012028820	Submitted	5/3/2020	
 Initiate Inspection 					
Initiate Service Request	2020-TR-883	1010012030220	Submitted	5/3/2020	
Initiate FollowUp Inspection	2020-TR-882	1010012029020	Submitted	5/3/2020	
Declaration Track Inspection	2020-TR-881	1010012029920	Submitted	5/3/2020	
			X	* ± # * ¥	*
Truck Release Requests Logi Gate					

2. Query for the booking request that is applicable for the payment. Application would display the Inspection request in Status- "Scheduled", Sub Status - "Payment Not received".

دبای النجاری DUBAI TRADE					~~, 🗳	Smart	Workspa	ace
ervice Centre Knowledge C	entre Media Centre	Toolbox About					your	newhabit
Welcome himanshu AE-1229150-Dubal Customs M2- himanshutest	Track Inspection	Request					Ð	⊗
Message Centre (25)	Booking Reference Number	RequestType Location1	ype Status Sub S	atus Initiation Date	Declaration Number	Mobile Number	Follow Up Inspection	
ever By Services • • • • • • • • • • • • • • • • • • •				-	¥ X			
Initiate Inspection - Cleared Declaration Track Inspection				* *				Ψ.

3. "Make Payment" button will be enabled.



Nimenshutet Message Centre (25) Re-Schedule Request Cancel Request Update Info View Confirmation Details Make Payment Terms and Conditions	ns H2. 1250 Track Inspection Request Cancel Request Update Info View Confirmation Details Make Payment Terms and Conditions Terms and	Service Centre Knov	vledge Cer	tre Media Centre	Toolbox	About						yournewha
As-Fastiso-Duba Custom Re- Message Centre (24)	Re-Schedule Request Carcel Requirit Update Info View Confirmation Details Make Payment Terms and Conditions Record Request Request View Confirmation Details Make Payment Terms and Conditions Record Request Request Carcel Requirit Update Info View Confirmation Details Make Payment Terms and Conditions Record Request Request Request Sub Status Record Record Request Sub Status Record Rec		-									
Message Centre (25) Re-Schedule Request Cancel Request View Confirmation Details Make Payment Terms and Conditions Alew By Service Docking ReferenceNumber Request Type Location Type Status Status Initiation Date Declaration Number Mobile Number Re Of Subscription Bill Clearone Control Formation Control Fo	text	AE-1223150-Dubai Customs M	12-	Track Inspection	Request							Q 1 - 1 of 1
Tew By Sanita 2020-IBR-15996 Normal Dutate Cutatoms bedduied Payment Not Received 5/12/2020 2010005316320 97156555124 DT Subscription Bill Gestrance Crays Booking Crays Booking Crays Booking CPA Reports Delivery Order Download Crays Request Figure Request Initiate Service Request Initiate Service Request Initiate Service Request Initiate Service Request	est pedion larerd			Re-Schedule Reques	t Cancel Requ	update Int	o View C	onfirmation Details	Make Payment Te	rms and Conditions		
	ed pedion laved	Logout		Booking Reference Number	RequestType	Location Type	Status	Sub Status	Initiation Date	Declaration Number	MobileNumber	Follow Up In
Bill Clearance Image: Clearance Cargo Booking Image: Clearance Doilway Order Image: Clearance Download Image: Clearance Image: Clearance Image: Clearance Image: Clearance Image: Clearance	ext pedion lared	fiew By Service		2020-BR-13996	Normal	Outside Customs	Scheduled	Payment Not Received	5/12/2020	2010005316320	971565655124	
Cargo Booking CPA Beosts Dollwary Yoder Download Enquiry Inspection Request Initials Arportein Initials Arportein Initials Arportein Initials Argonetion Initials Argon	aft pedion Jeard	DT Subscription		4								
Cargo Booking CPR	aft pedion Jeard	Bill Clearance						T A	* *			
CPA Reports Delivery Order Devivory Dev	pection	Cargo Booking										
Download Enquiry Inspection Request Initials Review Request Initials Review Request Initials Review Request Initials Review Request Initials Representon Ini	pection	CPA Reports										
Enquiry Inspection Request Initials Environ Initials Envi	pection	Delivery Order										
Inspection Request Initials Inspection Initials Service Request Initials Associate Request Initials Inspection Initials Inspection Example	pection	Download										
Initiate Inspection Initiate Service Request Initiate Service Request Initiate Representon Decemention	pection	Enquiry										
Initiate Service Request Initiate Service Request Initiate Service Request Initiate Service Request Belanation Belanatio	pection	Inspection Request										
Initiate Followip Inspection Initiate Inspection - Cleared Declaration Declar	pection	Initiate Inspection										
Initiate Inspection - Cleared Declaration	leved	Initiate Service Request										
Declaration		Initiate FollowUp Inspecti	on									
Track Inspection	ns	Declaration	ed									
	नंड											
Truck Release Requests												

4. Click on "Make Payment" button

Service Centre Knowledge	Centre Media Centre	Toolbox About						yournewha
Welcome himanshu AE-1223150-Dubai Customs M2- himanshutest	Track Inspection R	equest			_			Q 1-1 of 1
Message Centre (25)	Re-Schedule Request	Cancel Request Upd	te Info View C	onfirmation Details	dake Payment Te	rms and Conditions		
Lopout	Booking Reference Number	Request Type Location Ty	e Status	Sub Status	Initiation Date	Declaration Number	Mobile Number	Follow Up Ins
/iew By Service 🔻	2020-BR 13996	Normal Outside Cus	oms Scheduled	Payment Not Received	5/12/2020	2010005316320	971565655124	
DT Subscription	4							
Bill Clearance				X A	Y X			
Cargo Booking				inditens discipters				
CPA Reports								
Belivery Order								
Download								
Enquiry								
Inspection Request								
Initiate Inspection								
Initiate Service Request								
Initiate FollowUp Inspection								
Initiate Inspection - Cleared Declaration								
Track Inspection								
Truck Release Requests								
Logi Gate								

5. Make the payment. Application updates the status to "Authorized" and enables the "Submit" button.

To be one of the leading Customs administrations in the world, supporting legitimate trade

	BOOK	ing Request Deta	ils					Contact Details		
ustoms M2- ist	Booking Refer	ence Number: 20	20-BR-13996	Inspection Location Type	: Outside Custor	ms 💙		Contact Email	: himanshu.jo	shi@dub
tre (25)	Declara	ation Number: 20	10005316320	Outside Location	: Dubai			Representative Name	satya	
	Ir	nitiation Date: 5/	12/2020	Address	fdsf	9/	Contact Number (Country-Area-Number)	971-5-6565	5124
	Declarant Refer	ence Number: sa	tya	Map	: sdfds	=	(Count	Mobile Number tryCodeMobileNumber)	9715656551	.24
		Owner Name: Ad	Ivanced Trading 1	Follow Up Insp	ection		(Additional Services		
	Inspe	ection Centre: Dr	y Port	Follow Up Required	: 🛛			Stamping Required	: 🗊	
	Inspe	ction Section: Dr	y Port	Inspection Centre	:	~		Seal Required	: 0	
	R	tequest Type: No	rmal	Inspection Section	:	~		Quantity Of Seals	:	
								Status Details		
								Status	Initiate Reso	chedu 💙
n								Sub-Status	: Payment No	t Rec 💙
equest										
Inspection n - Cleared									5 Q	1 - 1 of 1
		Verify Payment								
quests	Make Payment									
	Payment Mode	Credit Account	Total Amount St							
	Credit Account	1112848	640 A	uthorized						
				T	A 7 X					
				-						
	Payment Det	ails								1 - 3 of 3
ьs	ChargeType		Amount			R	ecelpt Number			
	Inspection Charges									
*			100							
•	Knowledge-Innovation	Dirham	40							
on Subr	Knowledge-Innovation Outside Inspection Cha nit buttor	arges								
	knowledge (Innovation outside Inspection Cha nit buttor	arges	40 500	Media Centre	Toolbox		About			
ON SUDM	knowledge innovation outside inspection Cha nit buttor RADE	inges) Knowledge	40 500	Media Centre	Toolbox		About			
ON SUBAIT	knowledge innovation outside inspection Chr RADE Rentre Welcome himanshu	inges) Knowledge	40 500	Media Centre king Request I			About			
OUBAIT DUBAIT Service C	knowledge innovation outside inspection Che nit buttor RADE	inges) Knowledge	40 500				About			
OD SUBALT DUBALT Service C	Anowledge innovation outside inspection Cha- nit buttor RADE Centre Welcome himanshu 50-Dubai Cust	inges Knowledge (4	40 500 E Centre	king Request			About			
OD SUBALT DUBALT Service C	Anowledge innovation outside inspection Char nit buttor RADE Centre Welcome himanshu 50-Oubai Cust himanshutest	inges Knowledge (4	40 500	king Request			About			
OD SUBALT DUBALT Service C	Anowledge innovation Outside inspection Cha nit buttor RADE Ventre Welcome himanshu 50-Dubai Cust himanshutest sage Centre	inges Knowledge (4	40 500 E Centre	king Request	Details		About			
OD SUBALT DUBALT Service C	Anowledge innovation outside inspection Char nit buttor RADE Centre Welcome himanshu 50-Oubai Cust himanshutest	inges Knowledge (4	40 500 Centre Boo Bac	king Request	Details Details					
AE-122311 Mess	Anowledge innovation outside inspection Char nit buttor RADE Welcome himanshu 50-Dubai Cust himanshutest sage Centre	International Action of the second se	40 500 Centre Boo Bac	king Request	Details Details	020-Е	About	Insp	ection La	ocation Ty
OD Subm DUBAI T Service C AE-122311	Anowledge innovation outside inspection Char nit buttor RADE Welcome himanshu 50-Dubai Cust himanshutest sage Centre	inges Knowledge (4	40 500 Centre Boo Bac	king Request Submit Fooking Reference Nur	Details Details mber: 20		9R-13983			1
AE-122311 Mess	Anowledge innovation outside inspection Char nit buttor RADE Welcome himanshu 50-Dubai Cust himanshutest sage Centre	International Action of the second se	40 500 Centre Boo Bac	king Request	Details Details mber: 20)20-Е	9R-13983	Insp		ocation Ty ide Locati
AE-12231 Mess View By Se DT Subs	Knowledge Innovation Outside Inspection Char Init buttor RADE Welcome himanshu 50-Dubai Cust himanshutest sage Centre Disposition	International Action of the second se	40 500 Centre Boo Bac	king Request I Submit Fooking Request I oking Reference Nur Initiation	Details Details mber: 20 Date: 5/	11/2	PR-13983			ide Locati
AE-122311 Mess View By Se DT Subs	Knowledge Innovation Outside Inspecton Char Antit buttor RADE Kentre Welcome himanshutest sage Centre Dubai Cust himanshutest sage Centre Logout ervice scription rance	International Action of the second se	40 500 Centre Boo Bac	king Request Submit Fooking Reference Nur	Details Details mber: 20 Date: 5/		PR-13983	Ø		1

- Imitation Date:
 5/11/2020
 Imitation Date:
 Fill Date:
 Imitation Date:
 Fill Date:
 Fill Date:
 Imitation Date:
 Fill Date:
 <t
- Application changes the status of request to "Scheduled" and Sub Status to "Confirmed".

6.



Do Cohodido Dominant	Canad Degrant	Lindaka laɗa 🕅	Sau Confirmation Dataila	Hale Dumant	Torms and Conditions	
Booking _		And and a second se			Declaration 🛆	Mobile Number
2013-BR-6241	Normal	Outside Customs		4/12/2013	2030000548313	9718934789
	Booking Reference Number	Booking Reference Number $\stackrel{\bigcirc}{\rightharpoondown}$ Request Type	Booking Reference Number $\stackrel{\frown}{\sim}$ Request Type $\stackrel{\frown}{\sim}$ Location Type $\stackrel{\frown}{\sim}$	Booking Reference Number Request Type Location Type Status Sub Status 0013-89-6241 Normal Outside Customs Scheduled Confirmed	Booking Reference Number Request Type Location Type Status Sub Status Initiation Date 2013.80.6241 Normal Outside Customs Scheduled Confirmed 4/12/2013	Booking Reference Number Request Type Location Type Status Sub Status Initiation Date Declaration Number 2013.89-6241 Normal Outside Customs Scheduled Confirmed 4/12/2013 2030000548313

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في التجارية DUBAI TRADE					Smart Workspace
Service Centre Know	edge Centre Media Centre	Toolbox About			yournewhabit
Welcome himanshu AE-1223150-Dubai Customs Mi himanshutest Message Centre (25)		uck Release Requests			+ Q 1-10 of 12+
Lopout	Truck Release Request Num	ber Declaration Number	Status	Initiation Date	
View By Service	¥ 2020-TR-911	1010012036220	Submitted	5/4/2020	
^B DT Subscription	2020-TR-910	1010012032420	Submitted	5/4/2020	
Bill Clearance Cargo Booking	2020-TR-909	1010012033220	Submitted	5/4/2020	
CPA Reports	2020-TR-908	1010012032620	Submitted	5/4/2020	
Delivery Order	2020-TR-904	1010012030020	Submitted	5/3/2020	
Enquiry	2020-TR-903	1010012028920	Submitted	5/3/2020	
Inspection Request	2020-TR-902	1010012028820	Submitted	5/3/2020	
Initiate Inspection	2020-TR-883	1010012030220	Submitted	5/3/2020	
Initiate FollowUp Inspectio	2020-16-882	1010012029020	Submitted	5/3/2020	
Initiate Inspection - Clearer Declaration	2020-TR-881	1010012029920	Submitted	5/3/2020	
Track Inspection Truck Release Requests Logi Gate			x		
B MECRC					
Mirsal II					

5.1.7 Reschedule an Inspection Request.

• To reschedule any planned Inspection requests.

Working with the system

1. Navigate to "Track Request" link



2. Query for the booking request that needs to be rescheduled. The Inspection request in Status- "Scheduled" and Sub Status - "Confirmed" is eligible for reschedule.

earch	Q					Switch to Modern H0	me Contac
میں التجاریة DUBAL TRADE					Smart	Workspa	ce
Service Centre Knowledge C	entre Media Centre Toolbo	< About				your	newhabit
Welcome himanshu AE-1228150-Dubel Customs M2- himanshutett Message Centre (25) © Logout	Track Inspection Request	Type Location Type Status	Sub Status Initiation Date	Declaration Number	Mobile Number	Follow Up Inspection	⊗
View By Service							
Delivery Order Download Enquiry Inspection Request Initiate Inspection Initiate Service Request							
Initiate Service Request Initiate FollowUp Inspection Initiate Inspection - Cleared Declaration Track Inspection			X	¥ ¥			÷
Truck Release Requests Logi Gate MECRC Mirsal II							

3. Application displays the queried booking request. Click on "Reschedule Request" button.



						Smart	Workspa	ce
ervice Centre Knowledge (ientre Media Centre	Toolbox About				<u> </u>	yourne	whabit
Welcome himanshu AE-1223150-Dubai Customs M2- himanshutest	Track Inspection R	equest					Q 1-1	of 1
Message Centre (25)	Re-Schedule Request	Cancel Request Upd	ate Info View Confirm	nation Details	Make Payment	s and Conditions		
Lopout	Booking Reference Number	RequestType LocationTj	pe Status Sub-Status	Initiation Date	Declaration Number	MobileNumber	Follow Up Inspection	
ew By Service 🔻	2020-BR-13985	Normal Customs A	ea Initiate Re Suspended	5/11/2020	2010005342820	971565655124		
DT Subscription Bill Clearance Cargo Booking CPA Reports Delivery Order				X A	V X			
Download Enquiry Inspection Request								
Initiate Inspection Initiate Service Request Initiate FollowUp Inspection								
Initiate Inspection - Cleared Declaration Track Inspection								
Truck Release Requests								

4. Application would navigate the user to booking Form details. "Change Dates" button under the group tab will be enabled.

himanshu						
1223150-Dubai Customs M2- himanshutest	Booking Request D	etails			Contact Details	
Message Centre (25)	Booking Reference Number:	2020-BR-13985	Inspection Location Type*:		Contact Email*:	1@test.com
Lopout	Declaration Number:	2010005342820	Outside Location:	9	Representative Name*:	dsfs
w Bv Service 🔻	Initiation Date:	5/11/2020	Address:	-	Contact Number* (Country-Area-Number):	971-5-65655124
OT Subscription	Declarant Reference Number:	satya	Map:		Mobile Number* (CountryCodeMobileNumber):	971565655124
ill Clearance	Owner Name:	Advanced Trading TEST	Follow Up Inspec	ction	Additional Serv	ices
argo Booking	Inspection Centre:	Dry Port 🗸	Follow Up Required:		Stamping Required:	
PA Reports lelivery Order	Inspection Section*:	Dry Port	Inspection Centre:	×	Seal Required	
lownload	Request Type*:		Inspection Section:	~	Quantity Of Seals:	
inquiry	hequest type=		inspection becauti		Status Details	
spection Request					status becaus	
Initiate Inspection					Status:	Reschedule In Progre 🌱
Initiate Service Request					Sub-Status:	Suspended 🗸
Initiate FollowUp Inspection						
Initiate Inspection - Cleared Isolaration	Goods Details Attachments	Notes Payment History	Document Groups			
Track Inspection						
Truck Release Requests	Groups					Q 1-1 of 1
ogi Gate						^ • • • • •
IECRC	Change Dates					
irsal II						
eneval	Serial Number Confirmed Start Time	Confirmed End Time				
eports	2020-INS6405 5/11/2020 06:23:00 P	M 5/11/2020 05/23:00 PM				
equest						
ansportation						
bload						
load er Management						

 Click on "Change Dates" button. Application shall open a new window to enter new the "Preferred dates" and Preferred Slots".
 Enter Preferred Dates and Time and click on "Save" button. Click on "OK" button.
 Application will copy the new dates and time under "Goods Details" screen.
 "Confirmed Start Time" and "Confirmed End time" would be become blank.





6. Click on "Next" button.

ervice Centre Knowledge	Centre Media Centre Toolb	oox About				yourne
Welcome 🗨	Back Next					
himanshu AE-1223150-Dubai Customs M2-	BOOKING Request D	etails			Contact Details	
himanshutest Message Centre (25)	Booking Reference Number:	2020-BR-13985	Inspection Location Type*:	Customs Area 💙	Contact Email*:	1@test.com
	Declaration Number:	2010005342820	Outside Location:	0	Representative Name*:	dsfs
Logout	Initiation Date:	5/11/2020	Address:	E	Contact Number* (Country-Area-Number):	971-5-65655124
w By Service 🔻	Declarant Reference Number:		Map:		Mobile Number*	971565655124
DT Subscription					(CountryCodeMobileNumber):	
Bill Clearance	Owner Name:	Advanced Trading TEST	Follow Up Inspec	tion	Additional Servi	ces
Cargo Booking	Inspection Centre:	Dry Port 💙	Follov Up Required:		Stamping Required:	
CPA Reports	Inspection Section*:	Dry Port	Inspection Centre:	~	Seal Required:	
Delivery Order Download	Request Types:		Inspection Section:	~	Quantity Of Seals:	
Enquiry	Keddest Type	Nonnai •	inspection section.		Status Details	
Inspection Request						
Initiate Inspection					Status:	Reschedule In Progre 💙
Initiate Service Request					Sub-Status:	Suspended 💙
Initiate FollowUp Inspection Initiate Inspection - Cleared Declaration Track Inspection	Goods Details Attachments	Notes Payment History	Document Groups			
Truck Release Requests	Groups					Q 1 - 1 of
Logi Gate MECRC	Change Dates					
tirsəl II	Serial Number Confirmed Start Time	Confirmed End Time				
Renewal						
Reports	2020-INS-6405					

Smart Workspace

7. Application prompts warning message to the user. Click on "OK".

Welcome himanshu AE-122160-Dubai Customs M2- himanshutest Message Centre (25) Logout		Please Reschedule at least one group. If done, please Click "OK" Button to Continue and Submit the request OR Click "Cancel" Button to go back to the Request.
View By Service 🔻	1	
DT Subscription		
Bill Clearance		
Cargo Booking		
CPA Reports		
Delivery Order		
Download		
Enquiry		
Inspection Request		
Initiate Inspection		
Initiate Service Request		
Initiate FollowUp Inspection		
Initiate Inspection - Cleared Declaration		
Track Inspection		
Truck Release Requests		
🖻 Logi Bate		

8. Here, is no payment is schedule for reschedule inspection booking .



9. Click on Next. The application changes the status of Inspection request to "Submitted" and Sub Status to "Rescheduled".

ervice Centre Knowledge C	ntre Media Centre Toolbox About	yournewhabit
Welcome himanshu AE-1229150-Dubai Customs M2- himanshutest Message Centre (25)	Task Inspection Request	^
Logout	Thank you for submitting your Inspection Request for	
- Logout	Declaration Number(s): 2010005342820	
ew By Service 🔻		
DT Subscription	Booking Reference Number: 2020-BR-13985	
Bill Clearance	Owner Name: Advanced Trading TE	
Cargo Booking	Declarant Reference Number: satya	
CPA Reports	Total Fees: 0	
Delivery Order Download	Dubai Customs team will get back to you in 2 hours for confirmation of your Inspection Date and Time	
Download Enquiry	Dubai Lustons team will get back to you in 2 hours for confirmation of your Inspection Date and Time	•
Inspection Request		
Initiate Inspection		
Initiate Service Request		
Initiate FollowUp Inspection		
Initiate Inspection - Cleared		
Declaration Track Inspection		
Truck Release Requests		
Logi Gate		
MECRC		
Mirsal II		
Renewal		
Reports		
Request		

5.1.8 Reschedule an Inspection Request (Multiple Declaration)

• To reschedule any planned Inspection requests.



2. Query and select the applicable booking request.



ديــاي الـتـجـاريـ UBAI TRADE			1	~	Smart	workspace	
ervice Centre Knowledge Cen	tre Media Centre	Toolbox About				yournewha	ibit
Welcome himanshu AE-1223150-Dubai Customs M2- bimanshutest	Track Inspection F	Request				Q 1-1 of 1	•
Message Centre (25)	Re-Schedule Request	Cancel Request Update Info	View Confirmation Details	Make Payment Terms	and Conditions		
Depout	Booking Reference Number	Request Type Location Type Statu	s Sub Status Initiation Date	Declaration Number	MobileNumber	Follow Up Inspection	
ew By Service 🔻	2020-BR-13984	Normal Customs Area Initial	e Re Suspended 5/11/2020	2010005343320	971565655124		
07 Suborgilon Bill Clearnos CM20 Booking CM20 Booking CM2 Booking CM20 CM20 Bolivery Ander Bolivery Ander Horizet Support Initiate Support Initiate Support Initiate Support Initiate Support Initiate Support Twolk Inspection Twolk Relaysed Market Support Two Relaysed Cog Gate WECRC				V X			

- 3. Click on "Reschedule Request" button. The "Reschedule Request" will be enabled when Status = "Scheduled" and Sub Status = "Confirmed".
- 4. Application would navigate the user to booking Form details. "Preferred Date and Preferred Slots" and "Contact Details" would be enabled

ervice Centre Knowledge C	entre Media Centre Toolbox About		y	ournewhabit
Welcome himanshu AE-1223150-Dubai Customs M2- himanshutest	Booking Request Details			¢ ^ ^
Message Centre (25)	Back Next			
Locout	Booking Request Details		Contact Details	
	Booking Reference Number: 2020-BR-13984	Inspection Location Type*: Customs Area	Contact Email*: himanshu.joshi@du	ubaicu
/lew By Service V	Initiation Date: 5/11/2020	Outside Location:	Representative Name*: satva	
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Bill Clearance Cargo Booking	Request Type*: Normal 💙		(Country-Area-Number): 971-5-65655124	
CPA Reports	Inspection Centre*: Dry Port 💙	Map:	Mobile Number* (CountryCodeMobileNumber): 971565655124	
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Download				
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Initiate Inspection - Cleared Declaration				
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Reports	Declarations Notes Sealing Fees Groups		-	-
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User Management				

5. Application would navigate the user to payment screen if reschedule request meets the criteria of Payment or else the request gets submitted. Click on "Next" button



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6. Application assigning the request to Dubai Customs for further processing.

Welcome 💽	Message
AE-1228150-Dubai Customs M2- himanshutest Message Centre (25)	Please Reschedule at least one group. If done, please Click "OK" Button to Continue and Submit the request OR Click "Cancel" Button to go back to the Request.
Logout	
iew By Service 🔻	
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Bill Clearance	
Cargo Booking	
CPA Reports	
Delivery Order	
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Enquiry	
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Initiate Inspection	
Initiate Service Request	
Initiate FollowUp Inspection	
Initiate Inspection - Cleared Declaration	
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Truck Release Requests	
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Welcome himanshu AE-1223150-Dubai Customs M2- himanshutest	
Message Centre (25)	Trade Inspection Request
Logout	Thank you for submitting your Inspection Request for
	Declaration Number(s): 2010005343420,201
View By Service BT Subscription	Booking Reference Number: 2020-BR-13984
Bill Clearance	Owner Name: Advanced Trading TE
Cargo Booking	
CPA Reports	Dedarant Reference Number:
Delivery Order	Total Fees: 0
Download	Dubai Customs team will get back to you in 2 hours for confirmation of your Inspection Date and Time
Enquiry	
Inspection Request	
Initiate Inspection	
Initiate Service Request	
Initiate FollowUp Inspection	
Initiate Inspection - Cleared Declaration	
Track Inspection	
Truck Release Requests	
🕀 Logi Gate	

7. Payment Matrix criteria for Reschedule of Inspection request



Criteria of Payment Collection	Payment Required
If the Inspection date and time requested by client is met by Dubai Customs and if User still reschedules the Inspection Request	Y
If the Inspection date and time requested by client is met by Dubai Customs and if User still reschedules the Inspection Request before X hours of Inspection date and time	Y
If the Inspection date and time requested by client is met by Dubai Customs and if User still reschedules the Inspection Request before Y X hours of Inspection date and time	N
Dubai Customs rejects the Outside Inspection request. User reschedules the Inspection request	Ν
User fails to make the payment for Confirmed Outside Inspection request within Z hours. User then reschedules the request	Y
Dubai Customs Suspends the Inspection. User Reschedules the request	Ν
Dubai Customs Suspends the Inspection (Client Absence or Unavailability of Documents), Client reschedules the request	Ŷ

5.1.9 View and Reschedule Suspended Inspection Request

- To reschedule any Inspection requests those are "Suspended" as an Outcome of Inspection.
- This activity is done while Inspecting the goods.

Working with the system

1. Navigate to "Track Request" link

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iew By Service 🔻			X A V X			*
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Enquiry Inspection Request Initiate Inspection Initiate Service Request						
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Track Inspection Truck Release Requests Logi Gate						
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2. Query and select the applicable booking request. Application would display the Inspection request in Status- "Initiate Reschedule" and Sub Status" "Suspended". "Reschedule Button" will be enabled



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3. Click on "Reschedule button". Application will navigate to Booking request form

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himanshutest Message Centre (25)	Back Next							
Logout	Booking Request Det	ails				Contact Details		
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- 5. Application would navigate the user to payment screen if reschedule request meets the criteria of Payment
- 6. Once the request is submitted, Inspection request is "Submitted" and Sub Status is "Rescheduled"

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5.1.10 View Suspended Request (Non Payment)

• This activity is applicable when Inspection request is "Suspended" due to Non-Payment of applicable inspection fee on time.

Working with the system

1. Navigate to "Track Request" link



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3. Application would display the request in "Suspended" and "Payment not received"



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5.1.11 Cancel Inspection Request

• This activity is applicable to "Cleared" Declaration Only.

Working with the system

1. Navigate to "Track Request" link



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2. Query for the Booking Request. Service Centre Knowledge Centre Media Centre Toolboo

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3. Click on "Cancel" Request button.

Welcome himanshu AE-1223150-Dubai Customs M2- himanshutest Message Centre (25)	Track Inspection Re	equest	_						Q 1-1 of
	Re-Schedule Request	Cancel Requ	est Update	Info	View Confirm	nation Details	Make Payment	Terms and Conditions	
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Initiate Service Request									
Initiate FollowUp Inspection									
Initiate Inspection - Cleared Declaration									
Track Inspection									

4. Application prompts a waning message to the user.





 Click on "OK". Application would update the status of the Booking request "Cancelled" and sub status "Client" upon clicking on OK

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Cancellation cannot be done once Inspection is started for the Booking request

5.2 Create Truck Release Request by registered Client

5.2.1 Create Truck Release request

- Client will create truck release request for the declaration.
- Client enters necessary information for the request
- Client uploads document (if any) and notes if required and saves the request
- Client then submit post necessary payments

Working with the system

1. Login to the Dubai Trade Portal using following Link: <u>www.Dubaitrade.ae</u>. Enter User ID and Password and click 'Sign In" button



2. Click on the "Inspection Request" link and then on the "Truck Release Request" link

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Initiate Inspection - Cleared Declaration Track Inspection Truck Release Requests						
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Reports Request						
Transportation Upload						
User Management						
Value Added Services						

3. View client's list of requests and click on New



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Bill Clearance Cargo Booking	2020-TR-909	1010012033220	Submitted	5/4/2020	
CPA Reports	2020-TR-908	1010012032620	Submitted	5/4/2020	
Delivery Order	2020-TR-904	1010012030020	Submitted	5/3/2020	
Bownload Enquiry	2020-TR-903	1010012028920	Submitted	5/3/2020	
Inspection Request	2020 TR-902	1010012028820	Submitted	5/3/2020	
Initiate Inspection	2020-TR-883	1010012030220	Submitted	5/3/2020	
Initiate FollowUp Inspection	2020-TR-882	1010012029020	Submitted	5/3/2020	
Initiate Inspection - Cleared Declaration	2020-TR-881	1010012029920	Submitted	5/3/2020	
			x		
Track Inspection					

4. <u>View the declaration number entry page</u>

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CPA Reports	2020-TR-908	1010012032620	Cancelled	5/4/2020		
Delivery Order Download	2020-TR-904	1010012030020	Submitted	5/3/2020		
Enquiry	2020-TR-903	1010012028920	Submitted	5/3/2020		
Inspection Request	2020-TR-902	1010012028820	Submitted	5/3/2020		
Initiate Service Request	2020-TR-883	1010012030220	Submitted	5/3/2020		
	2020-TR-882	1010012029020	Submitted	5/3/2020		
Initiate FollowUp Inspection			Submitted	5/3/2020		
Initiate FollowUp Inspection Initiate Inspection - Cleared Declaration Track Inspection	2020-TR-881	1010012029920	Submitted			



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Service Centre Knowledge (ntre Media Centre Toolbox About	yournewhat
Welcome himanshu AE-1223150-Dubai Customs M2- himankutet Message Centre (25)	Initiate Truck Release	
Tiew By Service	Declaration Number:	
DT Subscription Bill Clearance Cargo Booking CFR Reports Delivery Order Download Enquiry Inspection Request		
Initiate Inspection Initiate Service Request Initiate FollowUp Inspection Initiate Inspection - Cleared Declaration Track Inspection		
Truck Release Requests		

PLEASE!

Truck Requests are to be allowed for only those declarations in status Cleared/Cleared with Inspection. Else a Message is given "Truck release request cannot be initiated for the declaration in the current status".



Truck Requests are to be allowed for only those declarations from Hatta. Message: "Truck release request can be initiated only for Hatta declarations. Please check the Port of Discharge /Exit Point and initiate amendment accordingly".



If a truck release request is already existing for the declaration and is closed or released (ie truck release is done for the declaration), a message is given: "Goods have already been released against this declaration on <Truck Released Date>.



If a truck release request is already existing for the declaration and is Not(closed or released) "An open truck release request already exists for this declaration. Please use the track option to check for the existing request."

5. Enter the required Declaration number in the "Declaration Number" field. Click on "Initiate Inspection" button


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a., A.D.I. GL.3 DUBAI TRADE		Smart Workspa	се
Service Centre Knowledge Centre	e Media Centre Toolbox About	youme	whabit
AE-1229150-Dubai Customs M2- himanshutest	Initiate Truck Release Initiate Truck Release Cancel Declaration Number: 1010012032620		*
View By Sanica V Test Subscription T Subscription Dill Clearne Con Reports Devinoad Finaliry Inspection Request Initiale finguetion Initiale structure Request Initiale structure Request Initiale structure Request Devinoad Publick Structure Devino			

6. View the Request Form details . Navigate to the Truck Number tab and Click New

ervice Centre Knowledge (Centre Media Centre Toolbox	About		e de la companya de la		yournewhabit
Welcome himanshu E-1223150-Dubai Customs M2- himanshutest	Truck Release Request Deta					ò
Message Centre (25)	Next Submit Back To Queue					
Logout	Truck Release Reques	t Details	Contact Details			
w By Service 🔻	Truck Release Request Number:	2020-TR-921	Representative Name*:			
T Subscription	Declaration Number:	1010012032620	Contact Email:			
III Clearance	Initiation Date:	5/12/2020	Contact Number (Country-Area-Number):			
argo Booking	Indadon Date.		Contact Number (county Area Number).	L		
PA Reports	Owner Name:	Advanced Trading TEST	Mobile Number*			
elivery Order	Inspection Centre:	Hatta	(CountryCodeMobileNumber):			
ownload			Additional Services			
nquiry	Inspection Section*:	Hatta	Seal Required:			
spection Request	Status Details					
Initiate Inspection	Status:	Draft 🗸	Quantity Of Seals:			
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Initiate FollowUp Inspection	Truck Number Payment History	Attachments Notes				
Initiate Inspection - Cleared Declaration						
Track Inspection					+ 4 5 0	Q No Records
Truck Release Requests						~
igi Gate	Truck Number					
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rsal II			X A Y X			

7. View the Entry Applet for the truck number

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			1 may	😫 Sma	art Work	space
Service Centre Knowledge	Centre Media Centre Toolbox	About		đ		yournewhab
Welcome himanshu AE-1229150-Duba Customs M2- himanshutest Mocrano Contro (25)	Truck Release Request Deta	ils				۵
Message Centre (25)	Next Submit Back To Queue Truck Release Request	t Details	Contact Details			
	Truck Release Request Number:	2020-TR-921	Representative Name*:			
View By Service 🔻	Declaration Number:	1010012032620	Contact Email:			
DT Subscription Bill Clearance			1			
Bill Clearance Cargo Booking	Initiation Date:	5/12/2020	Contact Number (Country-Area-Number):			
CPA Reports	Owner Name:	Advanced Trading TEST	Mobile Number*			
Delivery Order		Hatta	(CountryCodeMobileNumber):			
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Truck Release Requests						
🛎 Logi Gate	Truck Number					
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🖲 Mirsal II	L					
· Renewal						
Reports			X A V X			
Request Transportation						

NOTE Inspection section, Representative Name, mobile number shall be mandatory for all truck release requests(Validated on 'next' button).' Please enter the mandatory fields as indicated for the request'

8. Enter the truck number without spaces and special characters and Click Save. Sample Truck Number format can be" *DUBAI32121*"

Service Centre Knowledge	Centre Media Centre Toolbox	About		al and		yournewhab
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Message Centre (25)	Next Submit Back To Queue					
Logout	Truck Release Request	Details	Contact Details			
	Truck Release Request Number:	2020-TR-921	Representative Name*			
View By Service View DT Subscription	Declaration Number:	1010012032620	Contact Email:			
DI subscription Bill Clearance	Initiation Date:	5/12/2020	Contact Number (Country-Area-Number):			
Cargo Booking	Initiation Date:	0/12/2020	Contact number (country-wearnamber).			
CPA Reports	Owner Name:	Advanced Trading TEST	Mobile Number*			
Delivery Order	Inspection Centre:	Hatta	(CountryCodeMobileNumber):			
Download			Additional Services			
Enquiry	Inspection Section*:	Hatta 💙	Seal Required			
Inspection Request	Status Details					
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Truck Release Requests					-	
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MECRC Mirsal II	DUBAI32121					
Reneval						
Reports			X A Y X			
⊕ Request	Record Saved					
Request	Record Saved					

NOTE The truck numbers as part of the truck request should not have any spaces/special characters. Else a message is displayed 'Please enter the truck number without any spaces/special characters.'





Duplicate entries for the truck number will not be allowed. A message will be given 'The same truck number already exists. Please enter another valid truck number.

9. View the truck number in the request

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iervice Centre Knowledge (ientre Media C	Centre Toolbox	About			di.		yournewhabit
Welcome himanshu AE-1223150-Dubai Customs M2- himanshutest	Truck Releas	e Request Deta	ils					۵
Message Centre (25)	Next Subm	it Back To Queue						
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	Truck Release	Request Number:	2020-TR-921		Representative Name*:			
ew By Service 🔻	De	daration Number:	10100120326	20	Contact Email:			
Bill Clearance		Initiation Date:	5/12/2020	10	Contact Number (Country-Area-Number):			
Cargo Booking			Advanced Tra	dia - mom	1			
CPA Reports		Owner Name:	Advanced Ira	aing iesi	Mobile Number* (CountryCodeMobileNumber):			
Delivery Order Download	1	Inspection Centre:	Hatta	~	Additional Services			
Enquiry	In	spection Section*:	Hatta	~	Seal Required:			
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Initiate Inspection		Status:	Draft	~	Quantity Of Seals:			
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Declaration Track Inspection								
Truck Release Requests							+ 4 5 1	Q 1-1 of 1
Logi Gate	Truck Number							
MECRC	DUBA(32121							



Validation is done to ensure at least one truck number is entered in the request. ' Please enter at least one truck number in the truck details view to proceed.'

10. Click on "Seal Required" as 'Y'

Service Centre Knowledge C	entre Media Centre Toolbox	About				yournewhabi
Welcome himanshu AE-1223150-Dubai Customs M2-	Truck Release Request Det	ails				¢
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iew By Service 🔻	Truck Release Request Number:	2020-TR-921		Representative Name*:		
DT Subscription	Declaration Number:	10100120326	20	Contact Email:		
Bill Clearance	Initiation Date:	5/12/2020	0	Contact Number (Country-Area-Number):		
Cargo Booking	Owner Name:	Advanced Tra	In a Trop	1		
CPA Reports	Owner Name:		aing resi	Mobile Number* (CountryCodeMobileNumber):		
Delivery Order Download	Inspection Centre:	Hatta	~	Additional Services	_	
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Inspection Request	Status Details			Sear Required:	 	
Initiate Inspection	Status	Draft	~	Quantity Of Seals:		
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12.

11. Click "Save", check quantity of seals and Click Save again

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	Next Submit Back To Queue	
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iew By Service 🔻	Truck Release Request Number: 2020-TR-921 Representative Name*:	
DT Subscription	Dedaration Number: 1010012032620 Contact Email:	
Bill Clearance	Initiation Date: 5/12/2020 🛍 Contact Number (Country-Area-Number):	
Cargo Booking CPA Reports	Owner Name: Advanced Trading TEST Mobile Number*	
Delivery Order	Inspection Centre: Hatta	
Download	Additional Services	
Enquiry	Inspection Section*: Hatta 🗸 🗸	
Inspection Request	Status Details Status Openet Quantity Of Seals: 2	
Initiate Inspection	Status: Dratt	
Initiate FollowUp Inspection	Record Saved	
Initiate Inspection - Cleared Declaration	Truck Number Payment History Attachments Notes	
Track Inspection		
Truck Release Requests		+ 🕹 👆 🗊 🔍 1-1of1
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Reports		
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Welcome 🕶		
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Service Centre Knowledge Welcome himanshu A5-122150-Dubai Customs M2- himanhutest	Centre Media Centre botkox About	yournewhabit
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ervice Centre Moovledge Welcome (Altranshu AF-122150-Dube Customs No- Inmanbulest Message Centre (25) Inmanbulest Message Centre (25) Message Centre	Centre Nethor Solidar Truck Release Request Details Dedaration Number 2020/TR-921 Dedaration Number 101012032620 Owner Name: 5/12/2020 Owner Name: Advanced Trading TEST Instigation Centre: Hatta Additional Services 202/TR-921	yournewhabit
ervice Centre Mowledge Welcome Cather At-122150-Dube Custom Ko- Inmanbulest Message Centre (25) Control Cather Message Centre (25) Control Cather Cather Message Centre (25) Control Cather Centre (25) Control Cather Centre (25) Centre (25) Control Cather Centre (25) Centre (25) Cen	Centre Media Centre Sobox Abod Truck Release Request Details Image: Contact Details Image: Contact Details First Release Request Number: 2020-TR-921 Image: Contact Details Dedaration Number: 101001202200 Image: Contact Details Owner Name: Advanced Trading TERT Image: Contact Release Mumber) Owner Name: Advanced Trading TERT Inspection Centres: Inspection Section*: Hatta Yes	yournewhabit
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13. Navigate to "Attachment" tab and click on "New" to upload a document.



Service Centre Knowledge	Centre Media Centre Toolbox	About				yournewhabit
Welcome himanshu AE-1229150-Dubai Customs M2- bimanshuket	Truck Release Request Deta	ils				\$
Message Centre (25)	Next Submit Back To Queue					
Logout	Truck Release Request	t Details	Contact Details			
	Truck Release Request Number:	2020-TR-921	Representative Name*:	Himanshu		
/iew By Service T Subscription	Declaration Number:	1010012032620	Contact Email:			
Bill Clearance	Initiation Date:	5/12/2020	Contact Number (Country-Area-Number):			
Cargo Booking						
CPA Reports	Owner Name:	Advanced Trading TEST	Mobile Number* (CountryCodeMobileNumber):	971565655124		
Delivery Order	Inspection Centre:	Hatta	Additional Services			
Download Focuiry	Inspection Section*:	Hatta				
Enquiry Inspection Request	Status Details	L	Seal Required:	×		
Initiate Inspection	Status:	Draft	Quantity Of Seals:	2		
Initiate Service Request		Drait.				
Initiate FollowUp Inspection	Truck Number Payment History	Attachments Notes				
Initiate Inspection - Cleared Declaration						
Track Inspection					+ 9 4	1 No Records
Truck Release Requests						
Logi Gate	Name Document Title Type			Size (in Bytes)		
MECRC						

14. Click on the pick to associate a document

AE-1229150-Dubai Cuttoms M2- himanshu&est Message Centre (25)	ruck Release Request Deta	ls			*
Logout	Next Submit Back To Queue				\$
	Truck Release Request	Details	Contact Details		
fiew By Service T	Truck Release Request Number:	2020-TR-921	Representative Name*:	Himanshu	
terr by belinde	Declaration Number:	1010012032620	Contact Email:		
DT Subscription	Declaration Number:				
Bill Clearance	Initiation Date:	5/12/2020 🔯	Contact Number (Country-Area-Number):		
Cargo Booking	Owner Name:	Advanced Trading TEST	Mobile Number*	971565655124	
CPA Reports Delivery Order			(CountryCodeMobileNumber):	971363633124	
Delivery Urder	Inspection Centre:	Hatta 💙	Additional Services		
Enquiry	Inspection Section*:	Hatta 💙			
Inspection Request	Status Details		Seal Required:		
Initiate Inspection	Status:	Draft	Quantity Of Seals:	2 8	
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Declaration Track Inspection					5 6
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MECRC					
Mirsəl II	Document	Title: 💙			
Renewal	Size (In B	tes):			
Reports					v
Request					
Transportation					
Upload					
User Management					
Value Added Services					

15. Browse the required document and click "Add"



				yournewhabit
Welcome himanshu AE-1228150-Dubai Customs M2- himanshutest Message Centre (25)	Truck Release Request Detai	ls		۵
Dopout	Truck Release Request	Details	Contact Details	
- 2000	Truck Release Request Number:	2020-TR-921	Representative Name*: Himanshu	
View By Service 🔻				
B DT Subscription	Declaration Number:	1010012032620	Contact Email:	
Bill Clearance	Initiation Date:	5/12/2020	Contact Number (Country-Area-Number):	
Cargo Booking				
E CPA Reports	Owner Name:	Advanced Trading TEST	Add Attachment X	
B Delivery Order	Inspection Centre:	Hatta 🗸	Add Attachment	
^e Download	Inspection Section*:	Hatta		
⁸ Enquiry		natta 🔹	Pleasespecify a File Nameor URL:	
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Track Inspection				5 4
Truck Release Requests				
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⁸ Upload				
^e User Management				
Value Added Services				

16. Select the required value the "Document Title" and Save

Welcome 💽	Truck Release Request Details	
AE-1223150-Dubai Customs M2-	Thuck Release Request Details	4
himanshutest Message Centre (25)	Next Submit Back To Queue Orn Structural/Drofile Conv	
	org and an one copy	
Logout	Truck Release Request Details Financial Statement Copy ontact Details	
View By Service 🔻	Truck Release Request Number: 2020- List of Auditing reports Copy Representative Name*: Himanshu	
DT Subscription	Broker Certification Copy Declaration Number: 10100 Listed station Liste	
Bill Clearance	Initiation Date: 5/12/2 Physical security (Country-Area-Number):	
Cargo Booking		
CPA Reports	Owner Name: Advant Dissertief Less Meile Number* 971565655124	
Delivery Order	Ownership/Lesse Verification Inspection Centre: Hatta Copy of the Plan of Warehouse	
Download	dditional Services	
Enquiry	Inspection Section *: Hatta Current Inventory Report Seal Required: Ø	
Inspection Request	Status Details Periodic Internory Report	
Initiate Inspection	Status: Draft	
Initiate Service Request	Truck Number Dament History Attack LOU for Importer	
Initiate FollowUp Inspection		
 Initiate Inspection - Cleared Declaration 	LOU for Clearing Agent LOU for Shipping Agent	
Track Inspection		\$ *
Truck Release Requests	AWB - BOL (Master)	
🖻 Logi Gate	AWB - BOL (House)	
HECRC		
🕀 Mirsəl II		
E Renewal	Size (In Bytes): 838	
Reports		
Request		
Transportation		
Upload		
User Management		



Service Centre Knowledge (ientre Media Centre Toolbox	About				yournewhabit
Welcome himanshu AE-122150-Dubai Customs M2- himanshutest	Truck Release Request Deta	ils				۵
Message Centre (25)	Next Submit Back To Queue					
Lopout	Truck Release Reques	Details	Contact Details			
	Truck Release Request Number:	2020-TR-921	Representative Name*:	Himanshu		
View By Service 🔻	Declaration Number:	1010012032620	Contact Email:			
DT Subscription	Declaration Number:	-	1			
Bill Clearance	Initiation Date:	5/12/2020	Contact Number (Country-Area-Number):			
Cargo Booking CPA Reports	Owner Name:	Advanced Trading TEST	Mobile Number*	971565655124		
Belivery Order	Inspection Centre:	Hatta	(CountryCodeMobileNumber):			
Download			Additional Services			
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Truck Release Requests					-	
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MECRC						
^a Mirsal II	B2G Response Periodic Inventor txt			838		
Renewal						
Reports			X A V X			v
Request						
Transportation						
Upload User Management						
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18. Navigate to "Notes" and click on "New" to associate a note/comments or special remarks to the Inspection request

Welcome himanshu AE-1229150-Dubai Customs M2- himanshutest Message Centre (25)	Truck Release Request Deta					۵
Lopout	Next Submit Back To Queue		Contact Details			
	Truck Release Request Number:	2020-TR-921	Representative Name*:	Himanshu		
View By Service 🔻	Declaration Number:	1010012032620	Contact Email:			
DT Subscription Bill Clearance						
Bill Clearance Cargo Booking	Initiation Date:	5/12/2020	Contact Number (Country-Area-Number):			
CPA Reports	Owner Name:	Advanced Trading TEST	Mobile Number*	971565655124		
Delivery Order	Inspection Centre:	Hatta 🗸	(CountryCodeMobileNumber):			
Download			Additional Services			
Enquiry	Inspection Section*:	Hatta	Seal Required:			
Inspection Request	Status Details					
Initiate Inspection	Status:	Draft 💙	Quantity Of Seals:	2 🖪		
Initiate Service Request	Truck Number Payment History	Attachments Notes				
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Declaration						
Track Inspection					+ 2 4	👕 No Records
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Welcome 💽											
himanshu AE-1228150-Dubai Customs M2- bimanshutest	Truck Relea	se Request Deta	ails								\$
Message Centre (25)	Next Sub	mit Back To Queue									
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	Truck Releas	e Request Number:	2020-TR-921			Representative Name*:	Himanshu				
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Cargo Booking CPA Reports		Owner Name:	Advanced Tra	ding TEST		Mobile Number*	971565655124				
Delivery Order						(CountryCodeMobileNumber):					
Download		Inspection Centre:	Hatta	~		Additional Services					
Enquiry	I	nspection Section*:	Hatta	~		Seal Required:	2				
Inspection Request	st	atus Details									
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Declaration											
Track Inspection								+	Q d	1 - 1	of 1
Truck Release Requests											
Logi Gate	Туре С	escription		Created	Ву	Created					
MECRC	Note			HIMANS	SHU21	5/12/2020 09:22:08 AM					
Mirsal II Renewal											
Reports				1							
Request											
Transportation											
Upload											

20. View the Notes record. Application will auto populate "Type" = Note, "Created" = Today's Date "Created by" = User id of the creator

Welcome himanshu AE-1223150-Dubai Customs M2- himanshutest Message Centre (25)		e Request Deta								۵	^
	Next Subr	nit Back To Queue			Contact Details						
Logout	1	Request Number:	2020-TR-921		Representative Name*:	Himanshu					
/iew By Service ▼											
DT Subscription	D	edaration Number:	10100120326:	20	Contact Email:						
Bill Clearance		Initiation Date:	5/12/2020	1	Contact Number (Country-Area-Number):						
Cargo Booking			Advanced Trac	in a TROT							
CPA Reports		Owner Name:	Advanced trac	ing rear	Mobile Number* (CountryCodeMobileNumber):	971565655124					
Delivery Order		Inspection Centre:	Hatta	~	Additional Services						
Download Englijfty	In	spection Section*:	Hatta	~							
		tus Details	L		Seal Required:	×					
Inspection Request	54				Quantity Of Seals:	2					
Initiate Inspection		Status:	Draft	×	Quality of Seals.	· ·					
Initiate FollowUp Inspection	Truck Number	Payment History	Attachments	Notes							
Initiate Inspection - Cleared		,,		110100							
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Truck Release Requests											
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Renewal											
Reports				11							
Request					X A Y X						
Transportation											
Upload											
User Management											

21. Click on "Next".



Welcome himanshu AE-1223150-Dubai Customs M2- himanshutest	Truck Rele	ase Request Deta	ils						۵	*
Message Centre (25)	Next Su	bmit Back To Queue								
Logout		ruck Release Reques	t Details		Contact Details					
	Truck Relea	se Request Number:	2020-TR-922		Representative Name*:	Himanshu				
′iew By Service ▼		Declaration Number:	10100120326;	20	Contact Email:					
DT Subscription Bill Clearance										
Bill Clearance Cargo Booking		Initiation Date:	5/12/2020	Co Co	ntact Number (Country-Area-Number):					
Cargo Booking CPA Reports		Owner Name:	Advanced Trac	ding TEST	Mobile Number*	971565655124				
Delivery Order		Inspection Centre:	Hatta	~	(CountryCodeMobileNumber):					
Download				×	Additional Services					
Enquiry		Inspection Section*:	Hatta	~	Seal Required:					
Inspection Request	1	status Details								
Initiate Inspection		Status:	Draft	~	Quantity Of Seals:					
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Declaration										
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MECRC	Туре	Description		Created by	Created					
Mirsal II	Note	Note		HIMANSHU2	1 5/12/2020 09:27:21 AM					
Renewal										
Reports					X A Y X					-
Request										
Transportation Upload										

22. Verify the payment records. Respective Charge Type, Amount and the Total Amount shall be displayed to the user

ervice Centre Knowledge (Centre Media Centre Toolbox About	yournewhabit
Welcome himanshu 8E-1223150-Oubai Custons M2- himanshutest Message Centre (25) Coput:	Initiation Date: 5/12/2020 1 Contact Number (Country-Area-Humber): Owner Name: Advanced Trading TEST Mobile Number: Inspection Section: Hatta V Inspection Section: Hatta V	
w By Service 🔻	Seal Required:	
DT Subscription Bill Clearance Cargo Booking CPA Reports	Status: praft Quantity of Seals: Truck Number Payment History Attachments Notes	_
Delivery Order		4 Q 1-1 of 1
Download Enquiry Inspection Request	Make Payment Verify Payment	
Initiate Inspection	Payment Mode Credit Account Total Amount Status Exception Remarks	
Initiate Service Request Initiate FollowUp Inspection	50	
Initiate Inspection - Cleared Declaration Track Inspection	X A X	
Truck Release Requests .ogi Gate	Payment Details	1 - 1 of 1
IECRC Ilirsal II	ChargeType Amount Receipt Number	
Renewal	Cate Pass Char. 50	

23. Select the payment mode as "Credit Account " from the dropdown and click on "Save"



Welcome 💽				
himanshu	Initiation Date:	5/12/2020	Contact Number (Country-Area-Number):	
AE-1223150-Dubai Customs M2- himanshutest Message Centre (25)	Owner Name:	Advanced Trading TEST	Mobile Number≉ (CountryCodeMobileNumber): 971565655124	
Lopout	Inspection Centre:	Hatta 🗸	Additional Services	
sw By Service V	Inspection Section*: Status Details	Hatta	Seal Required: 📃	
DT Subscription	Status Status:	Draft 🗸	Quantity Of Seals:	
Bill Clearance				
Cargo Booking	Truck Number Payment History	Attachments Notes		
CPA Reports				
Delivery Order				4 Q 1-1 of 1
Download				S 🔍 1-1011
Enquiry	Make Payment Verify Paymen	t		
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Initiate Inspection - Cleared				
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Truck Release Requests	Payment Details			1 - 1 of 1
.ogi Gate	T dyment Decuis			
IECRC	ChargeType Amount		Receipt Number	
1113-01 11				
	Gate Pass Char 50			
Reports Request				

24. Click on the glyph in the Credit account field and Select the required credit account number and click on "OK".

Service Centre Knowledge C	entre Media-Centre Toolbox About	yournewhabit
Welcome himanshu AE-1223150-Dubai Customs M2-	Initiation Date: 5/12/2020 II Contact Number (Country-Area-Number):	*
himanshutest Message Centre (25)	Owner Name: Advanced Trading TEST Mobile Number* 971565655124	
wessage centre (23)	Inspection Centre: Hatta Credit Account	
Copout	Inspection Section*: Hatta	
′iew By Service ▼	Status Details Q 1-10 of 10*	
DT Subscription		
Bill Clearance	Status: Draft CreditAccount	
Cargo Booking	Truck Number Payment History Attachmen 1113236	
CPA Reports	1050898	
Delivery Order		
Download	1113239	🕹 🍳 1 - 1 of 1
Enquiry	Make Payment Verify Payment 1050999	
Inspection Request	1113245	
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Initiate Service Request	Credit Account 50	
Initiate Inspection - Cleared	1112909	
Declaration	1002160	
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Truck Release Requests	Payment Details	1 - 1 of 1
MECRC	1112849	
Nirsal II	ChargeType Amount	
Renewal	Cate Pass Char 50	
Reports	Gale Paso Cital	
Request		

25. Click on "Make Payment" button



iervice Centre Knowledge C	entre Media Centre Toolbox	About		yournewhabit
Welcome himanshu AE-1223150-Dubai Customs M2-	Initiation Date:	5/12/2020	Contact Number (Country-Area-Number):	*
himanshutest	Owner Name:	Advanced Trading TEST	Mobile Number* 971565655124	
Message Centre (25)	Inspection Centre:	Hatta 🗸	(CountryCodeMobileNumber):	
Logout	Inspection Section*:	Hatta	Additional Services	
sw Bv Service 🔻	Status Details		Seal Required: 📃	
DT Subscription	Status:	Draft	Quantity Of Seals:	
Bill Clearance	status:	Draft		
Cargo Booking	Truck Number Payment History	Attachments Notes		
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Download				🕹 🔍 1-1 of 1
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Initiate Service Request	Credit Account 1113236 3 5			
Initiate FollowUp Inspection	Credit Account 1113236	J		
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Track Inspection			XAVX	
Truck Release Requests				
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IECRC				
tirsal II	ChargeType Amount		Receipt Number	
Renewal	Gate Pass Char 50			
	Gale nass Cital 50			
Reports				

26. Verify status of Payment as Authorized and Submit the request

	ntre Media Centre Toolbox About		yournewhabi
Welcome 🔤	Truck Release Request Number: 2020-TR-922	Kepresentative Name*: Himanshu	
himanshu 1223150-Dubai Customs M2-	Declaration Number: 1010012032	620 Contact Email:	
himanshutest	Initiation Date: 5/12/2020	Contact Number (Country-Area-Number):	
lessage Centre (25)			
Dopout	Owner Name: Advanced Tra	ading TEST Mobile Number* 971565655124 (CountryCodeMobileNumber):	
	Inspection Centre: Hatta	Additional Services	
By Service 🔻	Inspection Section*: Hatta	V	
Subscription	Status Details	Seal Required:	
Clearance go Booking		Quantity Of Seals:	
Reports	Status: Draft		
ivery Order	Truck Number Payment History Attachments	s Notes	
wnload			
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pection Request			4 Q 1-1 of 1
Initiate Inspection	Make Payment Verify Payment		
Initiate Service Request	Payment Mode Credit Account Total Amount Status	Exception Remarks	
Initiate FollowUp Inspection Initiate Inspection - Cleared	Payment Mode Credit Account Total Amount Status	Exception Kemarks	
eclaration	Credit Account 1113236 50 Authorize	d	
Track Inspection			
Truck Release Requests gi Gate			
CRC			
al II	Payment Details		1 - 1 of 1
eval			
	ChargeType Amount	Receipt Number	
ports			

27. View Confirmation





28. Click on Print Request

GOVERNMENT OF DUBAI				جمارك دبي DUBAI CUSTOMS
		Truck Release	Request Details	
Bar Code (Truck Release Request) Request Reference Number Declaration Number	: 2020-7 : 10100			
SL.No			Truck Numbers DUBAI32121	

5.2.2 Track Truck Release request

- Client will query for the truck release request using the declaration no/ truck release ref no.
- Client will be able to drill down on the request
- Client will be able to update truck number information for the request if it is in submitted status
- Client will be able to print the request details
- Client will be able to cancel the request if it is in submitted status

Working with the system

- 1. Login to the Dubai Trade Portal using following Link: <u>www.Dubaitrade.ae</u>. Enter User ID and Password and click 'Sign In" button
- 2. Click on the "Truck Release Request" link



3. View client's list of requests and click Query

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AE-1228150-Dubai Customs M2- himanshutest	Initiate/Track Truck	Release Requests				+ Q 1 - 10 of 12+
Message Centre (25)	Cancel Request Print Re	quest				-
Lopout	Truck Release Request Number	Declaration Number	Status	Initiation Date		
∕iew By Service ▼	2020-TR-922	1010012032620	Submitted	5/12/2020		
DT Subscription	2020-TR-921	1010012032620	Cancelled	5/12/2020		
Bill Clearance Cargo Booking	2020-TR-911	1010012036220	Cancelled	5/4/2020		
CPA Reports Delivery Order	2020-TR-910	1010012032420	Submitted	5/4/2020		
Delivery Order Download	2020-TR-909	1010012033220	Submitted	5/4/2020		
Enquiry	2020-TR-908	1010012032620	Cancelled	5/4/2020		
Inspection Request	2020-TR-904	1010012030020	Submitted	5/3/2020		
	2020-TR-903	1010012028920	Submitted	5/3/2020		
Initiate Service Request	2020-TR-902	1010012028820	Submitted	5/3/2020		
Initiate FollowUp Inspection				5/3/2020		
	2020-TR-883	1010012030220	Submitted	3/3/2020		

4. Enter declaration number and Click Go



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Welcome himanshu RE-1228150-Dubai Customs M2- himanshutest Message Centre (25)	Initiate/Track Truck R	elease Requests	Status Initiation Date		 ⊕ ⊗
Lopout		1010012032620			
w By Service					
Bill Clearance Cargo Booking					
CPA Reports Delivery Order					
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Initiate Inspection					
Initiate Service Request Initiate FollowUp Inspection					

5. Verify Query Result. Drill down of the record

Service Centre Knowledge C	entre Media Centre	Toolbox About			yournewhabit
Welcome himanshu AE-1223150-Dubai Customs M2-	Initiate/Track Truck	Release Requests			 Q 1-1 of 1
himanshutest Message Centre (25)	Cancel Request Print Re	quest			
Copout	Truck Release Request Number	Declaration Number	Status	Initiation Date	
/iew By Service 🔻	2020-TR-922	1010012032620	Submitted	5/12/2020	
Bill Clearnose Cargo Booking CPA Reports Delivery Order Dovrtoad Enquiry Indiate Inspection Request Indiate Inspection Request Indiate Inspection - Cleared Destaration Track Anspection Track Anspection Track Anspection Track Researes Cargo Che					

6. View Request. Click on Edit to update the truck number



8. Click on Cancel Request if the request needs to be cancelled and verify if status is Cancelled



Service Centre Knowledge	Centre Media Centre Toolbox	About							your	newhabi
Welcome 💽	Truck Release Request Deta	ils								
himanshu AE-1223150-Dubai Customs M2-										
himanshutest Message Centre (25)	Cancel Request Print Request	Back To Queue								
	Truck Release Reques	t Details	Contact Details							
Logout	Truck Release Request Number:	2020-TR-922	Representative Name*:	Himanshu						
View By Service 🔻	Declaration Number:	1010012032620	Contact Email:							
DT Subscription	Initiation Date:	5/12/2020	Contact Number (Country-Area-Number):							
BIII Clearance										
Cargo Booking	Ovner Name:	Advanced Tradin	Mobile Number* (CountryCodeMobileNumber):	971565655124						
CPA Reports Delivery Order	Inspection Centre:	Hatta 💙								
Download	Inspection Section*:	Hatta 🗸	Additional Services							
Enguiry	Status Details		Seal Required:							
Inspection Request			Quantity Of Seals:							
Initiate Inspection	Status:	Cancelled 💙								
Initiate Service Request	Truck Number Payment History	Attachments Note	в							
Initiate FollowUp Inspection										
 Initiate Inspection - Cleared Declaration 										
Track Inspection					+	Φ	*	ā 0	1 - 1 -	ət 1
Truck Release Requests	Truck Number									
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HECRC	DUBA132122									
🕀 Mirsal II										_
Renewal			X A Y X							

PLEASE!

When trying to cancel a TR request after submission, a pop up message needs to be provided "Please note that the Truck Release Request will be Cancelled. Click on Ok to proceed and Cancel to revert."

5.3 Initiate Inspection Service request by Client

If client requires his goods to be inspected before declaration, he/she can request Dubai Customs to provide Inspectors for inspecting his/her goods.

- Client will create the Inspection Service request based on Manifest, Airway Bill, IPT, etc.,.
- Client enters necessary information for the request
- Client uploads document (if any) and notes if required and saves the request
- Client then submit post necessary payments

Working with the system

1. Login to the Dubai Trade Portal using following Link: <u>www.Dubaitrade.ae</u>. Enter User ID and Password and click 'Sign In" button





2. Click on the "Inspection Request" link and then on the "Initiate Service Request" link



UAT AE-1049640-Dubai Cus	e <	Initiate/Track	Service Rea	uest	0.1.6.6
Message Ce					Q 1 - 6 of 6
Logout		View Confirmation E	Details Terms an	d Conditions Create Service Request	
View By Service	×	Booking Reference	Nun Document Re	fere Inspection Centr Status Initiation Date	
Bill Clearance		2020-SR-89290	Air Waybill	Airport Free Zo Scheduled 2/24/2020	
 Cancel Delivery Order 		2020-SR-89578	Air Waybill	Airport Free Zo Submitted 3/24/2020	
 Derivery Order Documentation Service 	ces	2020-SR-89612	Air Waybill	Airport Free Zo Scheduled 5/19/2020	
 Download Enquiry 	:	2020-SR-89652	Air Waybill	Airport Free Zo Submitted 5/21/2020	
⊞ Hamriya	:	2020-SR-89705	Air Waybill	Draft 6/4/2020	
Inspection Request		2020-SR-91854	Air Waybill	Airport Free Zo Submitted 6/14/2020	
Initiate Followd In Is		2020 011 91001		Auport Free 20 Odofinited 0/ Fi/2020	
Initiate FollowUp In Initiate Inspection Declaration Service Request Track Inspection Truck Release Req	- Cleared				
Initiate Inspection Initiate Inspection Declaration Service Request Track Inspection	- Cleared				
Initiate Inspection Initiate Inspection Declaration Service Request Track Rejease Coglicate Mirsal II Payment Services Quote Reneval Reports Request User Management Vessel Schedules	- Cleared				STAXEHOLDER

3. Click on the "Create Service Request" link.



View By Service					
Amend	Booking Reference	Nun Document Re	fere Inspection Centr Status	Initiation Date	
Bill Clearance	2020-SR-89290	Air Waybill	Airport Free Zo Scheduled	2/24/2020	
* Cancel	2020-SR-89578	Air Waybill	Airport Free Zo Submitted	3/24/2020	
Delivery Order					
Documentation Services	2020-SR-89612	Air Waybill	Airport Free Zo Scheduled	5/19/2020	
Download Enquiry	2020-SR-89652	Air Waybill	Airport Free Zo Submitted	5/21/2020	
Enquiry Hamriya	2020-SR-89705	Air Waybill	Draft	6/4/2020	
Inspection Request					
Initiate FollowUp Inspection	2020-SR-91854	Air Waybill	Airport Free Zo Submitted	6/14/2020	
			* *	▼ ⊻	
Initiate Inspection – Cleared Declaration Service Request Track Inspection Truck Release Requests					
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biolistics Inspection - Cleared Declaristic Service Request Service Request Unck Release Requests Unck Release Requests Cooles Request Upload User Management Vessel Schedules					STAVEHOLD

4. Client enters necessary information for the request such as Reference Document, Inspection Centre & Section, Preferred Dates and Contact Details.

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	Welcome UAT UAT AE-1049640-Dubal Customs M2-UFO Message Centre	Booking Request Details	\$
	Logout	Booking Request Details	Preferred Date And Time
		Booking Reference Number: 2020-SR-92410	Preferred Date 1*:
	View By Service V		Preferred Date 2: Preferred Slot 2:
	Amend Bill Clearance		
	Cancel		
	Delivery Order	Document Reference Number*:	Additional Preferred Slot*:
	Documentation Services	Inspection Centre*:	Contact Details
	Download	Inspection Section*:	Contact Name*:
	Enquiry		
	🕀 Hamriya	Location*:	Representative Name*:
	Inspection Request		Contact Number* (Country-Area-Number):
	Initiate FollowUp Inspection	Reason:	
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	 Initiate Inspection – Cleared Declaration 	Status: Draft	Mobile Number * (CountryCodeMobileNumber):
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	* Quote	Name Document Title Type	Size (In Bytes)

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5. Client uploads document (if any) and notes if required and saves the request.

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Logout	Booking Request Details Preferred Date And Time					
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6. Client then submit post necessary payments



Besk Submit						^
Booking Request Details		Preferred Date And Time				11
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Initiation Date:	6/15/2020	Preferred Date 2:	Prefer	red Slot 2:	1	
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Inspection Centre:	Airport Free Zone	Contact Details				
Inspection Section:	Carno	1				
		Contact Name:	satya			
Location:	dfbgdsf	Representative Name:	satya			
		Contact Number (Country-Area-Number):	971-5-65655124			
	defede 0					
Reason:			1@test.com			
Inspection Section:	Cargo	Contact Name:	satya			
Leasting.	dfbadef					
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		Contact Number (Country-Area-Number):	971-5-65655124			
Reason:	dsfgds 🗧	Contrast Count	(Object and			
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Chattan	Dun A	Mobile Number	971565655124			
otatusi	orait •	(country codencementariosity).				
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Make Payment Verify Payme	ent					
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Credit Account 1113253 (5)	120					
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